

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

iProcurement User Guide

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

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# Send Us Your Comments

## **Oracle Contract Lifecycle Management for Public Sector iProcurement User Guide, Release 12.2 Part No. E48938-01**

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- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

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# Preface

## Intended Audience

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

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

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

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## Structure

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Use the CLM iProcurement responsibility.

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## Related Information Sources

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

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

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

*Oracle Contract Lifecycle Management for Public Sector Implementation Guide*

## Integration Repository

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

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

You can navigate to the Oracle Integration Repository through Oracle E-Business Suite Integrated SOA Gateway.

## 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.



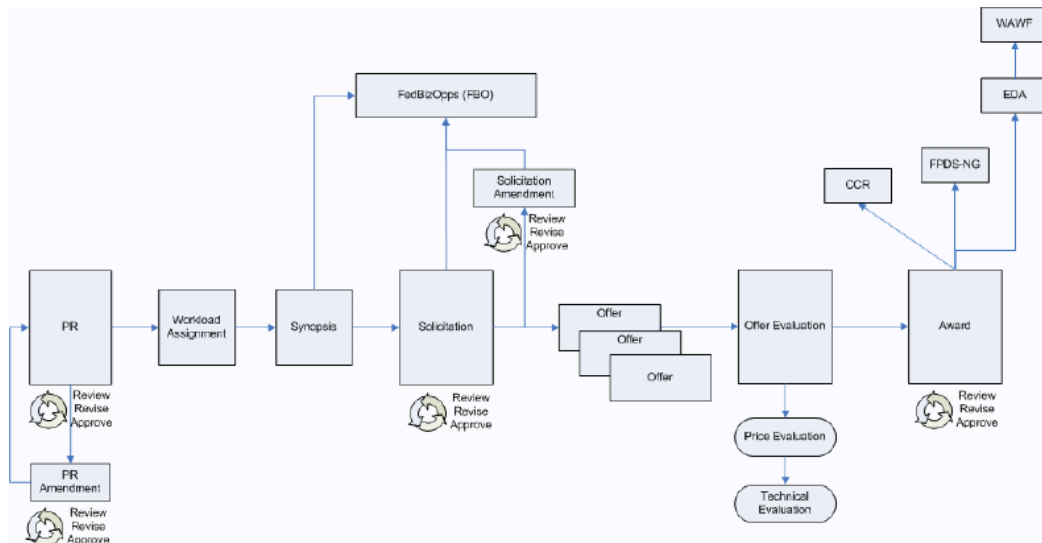
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# Key Concepts: Public Sector Procurement

## Overview of Oracle Contract Lifecycle Management for Public Sector

Oracle Contract Lifecycle Management (CLM) for Public Sector is a comprehensive solution for managing procurement processes that are 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:



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, they 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. 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.

For more information on the document numbering guidelines, please refer to the appendix - Common CLM Functionality, page B-1.

**Note:** To set up the document numbering structure for use in CLM documents, please refer to the *Oracle Contract Lifecycle Management for*

## **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 CLIN/SLIN, please 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, please refer to the appendix – Common CLM Functionality, page B-6.

## Acquisition Plan

An Acquisition Plan is created and used by a federal agency to outline the proposed requirements and acquisitions of the agency. The Acquisition Plan 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 is the ability to reference the Acquisition Plan Summary in Purchase Requisition and Solicitation documents. The Acquisition Plan Summary is referenced at the header level of these documents. You can also print the Acquisition Plan Summary as a draft or finalized copy.

For more information on Acquisition Plan, please refer to *My Oracle Support*.

## Options

You can choose to create an option line on a requisition that you intend to exercise as a regular line at a future point in time. 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 if the buying organization intends to procure them at a later point of time. At a later date, the options of support and training can be exercised as regular purchase order lines. 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 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.

This capability in CLM enables the contracting professional to mark lines as Option lines – lines which can be exercised later via a modification to the award if desired. Option lines 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.

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

## Pricing

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

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

Lines can be Quantity Based or Amount Based. A Quantity Based Line Type enables you to enter information for goods/supplies. An Amount Based Line Type enables you to enter pricing information about services. Different Contract Types display based 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 (where the outcome document is an IDV) and IDVs on the line details page.

For more information on Pricing, please refer to the appendix - Common CLM Functionality, page B-9.

## Incremental Funding

CLM enables you to provide funding information for a Requisition or 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 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 Purchase 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 Purchase 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.

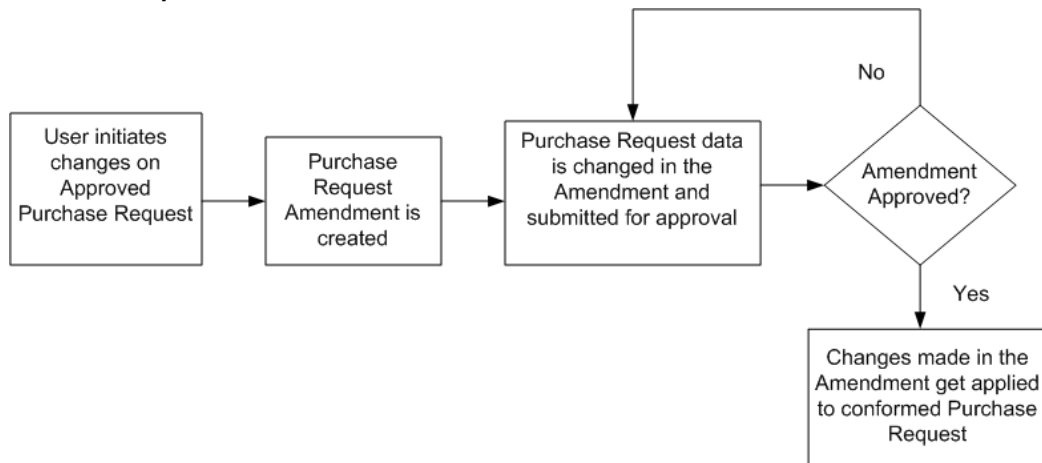
**Note:** IDVs will not have the funded value field, i.e. IDVs cannot be encumbered.

For more information on Funding, please refer to the appendix - Common CLM Functionality, page B-15.

## Purchase Requisition Amendment

Requesters can make changes to approved requisitions via requisition amendments as is sometimes required in the procurement cycle. The requester can create a requisition amendment after requisition lines have been approved, solicited, offers have been received, and a draft award has been created. Changes in the requisition amendment serve varied purposes, such as, changing line item information, adding funds to partially funded lines, adding new lines for goods and services or cancelling existing lines. Line changes in requisition amendments are made available to contracting professionals and they can implement the changes in the Solicitation or Award documents. Additionally, you can see a history of all the amendments made to a requisition and can also compare changes made through a specific amendment on the conformed requisition.

### *Purchase Requisition Amendment*



For more information on Purchase Requisition Amendments, please refer to the chapter Requisition Amendments, page 4-1.

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## Shop

### Stores

The CLM iProcurement application consists of the following main tabs: Shop, Requisitions, Receiving. The Shop tab consists of the following sub-tabs: Stores, Shopping Lists, and Non-Catalog Requests.

When you need to shop for a particular item or service, click the Stores sub-tab and then select a store. The catalogs associated with that store are displayed and you can search for a specific item or service from a catalog and then select it for your use.

Use the Search LOV to find an item associated to that store. You can filter an item by store as well.

Click the Advanced Search button to specify other search criteria such as Store, Description, Supplier Item, Supplier. For more search criteria, use the Add Another LOV to add additional search criteria and click Add. Enter a value for the search criteria and click Go to search for the item.

The Stores region lists all the stores that you have access to. Click on a store to open it and view the catalogs associated with it. Click on a catalog to view the items associated to the catalog. For example, Main Store has a catalog called Industrial Supplies, which in turn has several item categories such as Abrasive Belts, Casters, Pliers Sets, Utility Carts etc. Click on any item category to view the items in that category.

The Stores search results region also enables you to perform the following additional activities:

- **Add to Favorites:** Click on Add to Favorites in order to be able to add an item to your primary favorites list. A message displays on the page, confirming that you have added one or more items to your primary favorites list.
- **Add to Compare:** You can compare items for variables such as price and supplier information by clicking Add to Compare, then click Compare in the Compare Items region.

**Note:** You cannot use the Add to Compare option for CLIN/SLIN structures.

- **Add IDV Structure to Cart:** Add IDV Structure to Cart enables you to add items along with the entire CLIN/SLIN structure as defined from the IDV, to the shopping cart. For example, if your cart contains personal computers, you could add a IDV structure that contains other hardware such as Hard Disks, CD-ROM Drives and Keyboards to the Shopping Cart. Thus, you would have a complete requisition for the hardware needed.

When you add an item to your shopping cart, it gets added as a CLIN (contract line) in the requisition. You can further add an item as a SLIN (sub-line) or an option line to the CLIN. For more information on CLINs/SLINs, please refer to the appendix - Common CLM Functionality.

For items sourced from an IDV, you can add a complete CLIN/SLIN structure of that item as is found in the IDV, by clicking on Add IDV Structure to Cart.

The Add as SLIN or Option button enables you to add the item line as a SLIN or an Option Line. For more information on SLINs, please refer to the appendix – Common CLM Functionality, page B-3. For more information on Option Lines, please refer to the appendix – Common CLM Functionality, page B-7. When you click the Add as SLIN or Option button, the Add Item as SLIN or Option page displays with the item details. The existing lines are also displayed below the item details rows.

To add an item as a SLIN, select the value SLIN from the Add As LOV and also select the Parent CLIN to which the SLIN should be added, and then click Add to Cart. The Shopping Cart region displays the additional lines that you added.

To add an item as an Option line, select the value Option SLIN or Option CLIN from the Add As LOV. Enter the Option Dates and optionally select the base line from the Base Line LOV for the option line. If you wish to add an option SLIN, you also need to specify the Parent CLIN because the Parent CLIN field is mandatory for any SLIN. Click Add to Cart to add the option line(s) to the shopping cart. The Shopping Cart region displays the additional lines that you added.

The Stores page also consists of the following regions:

- **Shopping Cart** – The Shopping Cart region provides a summary of the items that you have added to the shopping cart. Select an item from the store, catalog, or item category and click Add to add it to your shopping cart. This creates a requisition line from the shopping cart. You can view the items added to the cart and checkout. For more details, please refer to the section Shopping Cart.
- **My Requisitions** – this region provides a summary of the recent requisitions created by you. It displays the Requisition number, Description, Total (value), Status. Recent incomplete requisition amendments are also displayed in this region. You can copy the requisition, create a requisition amendment for changing the values

you need to change, or express receive the requisition (if it has been approved and has an award associated to it). Click Full List to go to the Requisitions tab, where the entire list of requisitions is displayed.

- My Notifications – this region summarizes the notifications that have been sent by Oracle Workflow.

**Note:** Requisition Templates and Contractor Requests are not supported in CLM.

## Shopping Lists

A shopping list consists of a list of items that you would request for / procure frequently. The Shopping Lists page displays the items in your favorite lists. Select a favorite list from the Select List LOV and click Go. The items in your favorite list are displayed in the search results page. Sort by various fields such as Currency, Description etc., in ascending or descending order.

As in catalogs, when an item gets added from the shopping list to the shopping cart, it gets added as a CLIN (contract line). You can also add items as SLINs or Option lines (items that you wish to purchase at a future date) to the shopping cart. For more information on CLIN/SLIN and Option lines, please refer to the appendix - Common CLM Functionality.

Add all the items in the favorite list to your cart by clicking Add All Items to Cart. Add the items to your cart as SLINs or Options. For more information on SLINS and Options, please refer to the appendix – Common CLM Functionality.

You can delete an item from your favorite list by clicking Delete. A warning message displays, confirming if you want to continue with the deletion of the item from the favorite list. Please note that the item gets removed from your favorite list only, it is retained in the store.

Add IDV Structure to Cart enables you to add items along with the entire CLIN/SLIN structure as defined from the IDV, to the shopping cart. For example, if your cart contains personal computers, you could add a IDV structure that contains other lines that consists of hardware such as Hard Disks, CD-ROM Drives, and Keyboards to the shopping cart. Thus, you would have a complete requisition for the hardware needed.

Create shopping lists as public and personal favorites using the Preferences page. Click the Preferences link at the top of any iProcurement page and select the iProcurement Preferences hyperlink.

In the Favorites region of the iProcurement Preferences page, click Add Another Row. Enter a name for your new favorite list and click Apply. If you want this list to be your default, select it and click Set as Primary.

Your lists are displayed in the Select List drop down in the Shopping Lists page. You

can move items from one favorite list to another by selecting the item in your search results and clicking Move.

## Shopping Cart

Shopping Cart enables you to create requisitions quickly and in a user-friendly manner. Select an item that you have chosen from a store or from a shopping list search result and click Add to Cart. The item gets placed on the shopping cart and the Shopping Cart region displays the item that you have added. Please note that the item gets placed on the shopping cart as a CLIN (contract line), that is, it becomes a line in the requisition.

If one or items in this shopping cart have information templates associated to them, you can provide additional information for those items in the shopping cart page. For more information on Information Templates, please refer to the *Oracle iProcurement Implementation and Administration Guide*.

The Shopping Cart displays the number of lines that it contains as well as some details of recently added lines. Click View Cart and Checkout to proceed with the checkout process. The Shopping Cart page opens, displaying the line information for the item(s) you added to the shopping cart. You can edit the line numbers that have been defaulted for CLINs on this page.

Click Organize Lines if you wish to move the lines to other locations, for example, you wish to move a line to be a SLIN below a CLIN. The Organize Lines page displays. The Organize Lines page consists of 2 regions: Current Structure (source) and Target Structure (destination). Select one or more lines by clicking on the Select checkbox in the Current Structure region. Then select the type of move you wish to perform using the Select Action LOV in the Target Structure region. Select from one of the 3 possible values: Move After Selected Line (moves the line after the line you selected in the previous page), Move Before Selected Line (moves the line above the line you selected in the previous page) and Move as subline(s) under selected line (moves lines as SLINs under selected 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
- CLINs containing cross-linked option lines

Click Done to save and apply your changes and return to the previous page. The Shopping Cart page displays, showing you the new structure of the lines.

Clicking Save saves the items of the shopping cart in an incomplete requisition. The items will remain in the shopping cart and will not be converted to purchase requisition lines.

Click Checkout if you wish to save your work, check out your items and convert the shopping cart items into requisition lines. Checkout is a 3-step process which you can

follow to checkout your items quickly.

Step 1 of the checkout process involves entering the requisition information. For more details on entering the relevant data in this page, please refer to the Purchase Requisitions chapter in this guide.

**Note:** The Emergency Requisitioning feature is not supported in CLM.

Step 2 of the checkout process involves viewing and managing approvals and notes. View the approvers and enter a justification if you need to make any changes to the approval hierarchy. Optionally enter a note to the buyer.

Step 3 of the checkout process involves reviewing and submitting your items. The Review and Submit Requisition page displays the header, line and attachment details associated with your checkout. You can choose to Save your work and return to it at a later point of time. You could also opt to submit the requisition for approval by clicking Submit. When you click Submit, a confirmation message displays, telling you that the requisition (with a Purchase Requisition number) has been submitted for approval.

Click the Continue Shopping button to return to the Stores page and proceed with your shopping activities.

When the items and the CLINs/SLINs/Options are added to the requisition via the shopping cart, you can go to the requisition lines and edit the information as per your requirement, anytime before the requisition is submitted for approval.

## Creating a Non-Catalog Request

Non-catalog requests help you purchase goods and services not available in the online catalog. Your agency maintains a catalog of items, item information, and preferred supplier information. When searching, you search this online catalog. Use non-catalog requests to request items that are not available in this catalog.

The requisitioning process for catalog and non-catalog request items are similar except that for a catalog item, you search for the catalog item online and select it while for a non-catalog request, you enter the item information yourself. In both cases, the checkout process is the same.

Select an Item Type - Goods billed by Quantity, Goods or Services billed by Amount, Services billed by Quantity.

Enter the Item Description - this is a mandatory field.

Enter a Category - Category represents the purchasing category of the item.

Select the Informational checkbox to indicate that the line is an Informational line and not a priced line.

Select a Contract Type - A Contract Type is used to determine the pricing calculation for the item or service to be procured. For example, if the Contract Type is Firm Fixed Price, the price is calculated as Quantity \* Unit Price. For an item type of Goods billed by

Quantity, the Contract Types are different from the item type of Goods or Services billed by Amount. For more information on Contract Types and their pricing formulas, please refer to the appendix - Common CLM Functionality, page B-9.

Enter a Cost Constraint, if required. The default value of the Cost Constraint field is Null. A Cost Constraint is an indicator at CLIN/SLIN level that controls the pricing or the document printing behavior for that CLIN/SLIN.

Enter a Quantity, Unit of Measure, Unit Price, Currency as per your requirements. The Extended Price is automatically calculated for that item or service. Below the Extended Price field, a pricing formula is displayed, telling you the formula that was used in calculating the Extended Price. Please note that the final calculated price may be called Extended Price or something else, depending on factors such as the Contract Type and other pricing attributes that go into the price calculation. For goods or services billed by amount item types only, the Pricing Details hyperlink is displayed; on clicking the hyperlink, the Pricing Details popup displays, showing you additional pricing attributes that contribute to the calculation of the final price.

The Pricing details popup is enabled only for amount-based lines. Depending on the contract type you select for the amount-based line, the relevant pricing attributes display in the popup. You can enter the values in the popup for the attributes and the formula as well as the final calculated price is shown in the line in the total line amount field (this field may be called Extended Price, Total Amount, etc, depending on the contract type and formula).

Solicitation Required: By default, this field is hidden on the page that the requester uses to enter the non-catalog request. Requesters use the Solicitation Required flag to indicate to the buyer that he should request for a quotation for the item. This is an optional field.

Negotiated: By default, this field is hidden on the page that the requester uses to enter the non-catalog request. Use the Personalize Page link at the top of the page if you want to display this field. Use the Negotiated field if you are or will be implementing Daily Business Intelligence (DBI) for Procurement. If you select Yes, then DBI for Procurement considers all items ordered through this template to have negotiated prices, for reporting purposes. By default, this field is set to No and is optional.

Select a Contract Number that you have established with the supplier for procuring goods or services.

If you enter supplier information for a non-catalog request, selecting the New Supplier check box tells iProcurement not to validate the supplier. This allows you to enter a name for suppliers that are not yet approved for use by your organization. It does not add them to your supplier base. This is an optional field.

Select a Supplier Name and a Supplier Site that you will be procuring the goods or services from. You can enter the Supplier Contact Name, Phone Number and the item number as specified by the supplier. For example, your item number is AS54999, however your supplier item number for the same item is PC93938.

You can add the non-catalog item to your primary favorites list by clicking the Add to



Favorites button.

Add to Cart adds your non-catalog item to the shopping cart as a CLIN. The line displays in the Shopping Cart region on the right of the page. Click View Cart and Checkout to initiate the checkout process. The checkout process will convert the non-catalog request to a requisition CLIN.

The Add as SLIN or Option button enables you to add the item line as a SLIN or an Option Line. For more information on SLINs, please refer to the appendix – Common CLM Functionality, page B-3. For more information on Option Lines, please refer to the appendix – Common CLM Functionality, page B-7. When you click the Add as SLIN or Option button, the Add Item as SLIN or Option page displays with the item details. Select one of the following values from the Add As LOV – SLIN, Option SLIN or Option CLIN. If you have selected SLIN or Option SLIN from the Add As LOV, you also need to select a Parent CLIN for the SLIN or Option SLIN. For Option SLINs and Option CLINs the Base Line LOV displays to enable you to select a base line for the option line. This is an optional field, because option lines can be created without base lines too. Click Add to Cart and the Shopping Cart region displays the additional lines that you added.

Step 1 of the checkout process involves entering the requisition information. For more details on entering the relevant data in this page, please refer to the Purchase Requisitions chapter in this guide.

Step 2 of the checkout process involves viewing and managing approvals and notes. View the approvers and enter a justification if you need to make any changes to the approval hierarchy. Optionally enter a note to the buyer.

Step 3 of the checkout process involves reviewing and submitting your items. The Review and Submit Requisition page displays the header, line and attachment details associated with your checkout. You can choose to Save your work and return to it at a later point of time. You could also opt to submit the requisition for approval by clicking Submit. When you click Submit, a confirmation message displays, telling you that the requisition (with a Purchase Requisition number) has been submitted for approval.

Click the Continue Shopping button to return to the Stores page and proceed with your shopping activities.



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## Purchase Requisitions

### Overview of Requisitions

A requisition is created when you add items to a shopping cart (catalog or non-catalog items) and checkout the items. 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. Given below are the details of the 3-stage checkout process.

**Note:** Please note that internal requisitions are not supported in CLM.

**Note:** Purchase requisitions may also be created using other e-Business Suite modules (such as Planning, Manufacturing, etc). Please note that 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.

### Preferences page

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

## Checkout: Requisition Information

The first stage displays the Checkout: Requisition Information page. Enter the relevant requisition header information on this page.

A requisition number is automatically assigned to the requisition. This number typically has the following structure, which can be changed during setup: Prefix-Fiscal Year-Agency Identifier- Serial Number (example: PR-10-CDC-12345). For more information on document numbering, please refer to the appendix - Common CLM Functionality, page B-1.

For more information on setting up CLM document numbering, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

Click the Edit Requisition Number link below the Requisition Number to change the numbering sequences and serial numbers via the popup.

Enter a Requisition Description that will help you to identify the requisition's purpose. The requisition description is defaulted from the description of the first item. This is a mandatory field.

## Addresses region

The Addresses region in the Checkout: Requisition Information page enables you to enter the relevant office addresses and contacts for the following offices. Please note that the addresses and contact information default based on the address preference setup in the Preferences page, however you can overwrite the default values.

- **Suggested Property Administration Office:** The Suggested 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 requisition is created, the requester decides whether the line item has a government property implication and if that is the case, selects the suggested property administration office and contact. The Suggested Property Administration Office details are defaulted on the requisition by selecting the information; however the details can be changed at any point of time using the LOVs for Location and Contact. You can only select from one of the locations that have been designated as a potential Property Administration office and that office and address should be active at the time of selection (this is always a government office location).

The following address fields are defaulted from the master data: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

The following Contact details are displayed for the Suggested Property Administration Office: Name, Telephone Number, and E-mail Address. You can establish a default Property Administration contact associated to the Property Administration office that will populate the requisition upon creation, however the details can be changed on the requisition.

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

When the Requisition is created, the buyer decides if a COTR is necessary for the procurement and, if so, the buyer selects an appropriate COTR and COTR address. Follow on tasks for approval of invoices and acceptance of services or similar items may also be assigned to the COTR. You can only select from one of the locations that have been designated as a potential COTR office and that office and address should be active at the time of selection (this is always a government office location).

The following address fields are defaulted from the master data: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

The following Contact details are displayed for the Suggested COTR Office: Name, Telephone Number, and E-mail Address. You can establish a default Suggested COTR contact associated to the Suggested COTR office that will populate the requisition upon creation; however the details can be changed on the requisition using the Contact LOV.

- **Issuing Office:** This is the office that receives the requisition for the purpose of competing and awarding the requisition. You can only select from one of the locations that have been designated as a potential Issuing office from the Location LOV and that office and address should be active at the time of selection (this is always a government office location).

The following address fields are defaulted from the master data: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

The Issuing Office Contact Name is the Contracting Officer's Name. This is the name of the individual responsible for the contracting action. This field prints on each standard form in the Printed Name block near the signature block depending on the form. The following details for the Issuing Office Contact are displayed depending on the contact you choose from the Contact LOV: Name, Title, Phone Number, E-mail Address.

- **Requesting Office:** This is the office where the requisition originates. The buyer who is assigned the purchase requisition uses the address to know who to contact in the case the requisition needs to be revised or questions arise. It can also be used in reporting to find out how much business is coming from the different offices. You can only select from one of the locations (using the Location LOV) that have been designated as a potential Requesting office and that office and address should be active at the time of selection (this is always a government office location). This information is defined on the originating requisition and is forwarded to the solicitation and then to the award.

The following address fields are defaulted from the master data: Office Name,

Address Line 1, Address Line 2, City, State, Postal Code, and Country.

The following details for the Requesting Office Contact are displayed: Name, Title, Phone Number, E-mail Address. You can establish a default Requesting Office contact associated to the Requesting office that will populate the requisition on creation, however it can be changed subsequently on the requisition using the Contact LOV.

## **Business Priority and Project Information region**

The fields in the Business Priority and Project Information region are:

- **DPAS Rating:** Defense Priorities and Allocations System Rating. This is a list from which you can select a value.
- **Priority Code:** A numerical rating, 1-15, that describes the priority and is used internally within the Department of Defense. It is from the UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM. It helps buyers prioritize their workload and is also used for management tracking in reports. This is a list from which you can select a value.
- **Customer Project Code:** This LOV 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 find out 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 find out how much was done for a given project. The value in this field gets defaulted, depending on the value you select in the Customer Project Code LOV. However you can edit the defaulted value.

## **Sourcing Information region**

The fields in the Sourcing Information region are:

- **Suggested Award Number:** This free-text field enables the requestor to specify a contract or agreement that the need can be fulfilled under, or enter a Federal Supply Schedule number (free-entry) to provide the contracting specialist with this information. This information can be used by the Procurement Office Manager to assign out the requisition to a specialist familiar with the base contract, and can be used by the contract specialist as guidance. The contracting specialist does not need to award the requisition under that vehicle, it is suggested but not required. If this field is populated, the award does not get automatically created.
- **Justification and Approval Number:** This is a free-text field where you can enter the

number assigned to the Justification and Approval document. The Justification and Approval is an attachment that would contain information such as the justification for pursuing a sole-source buy instead of a competed procurement.

- **Security Clearance Required:** This list indicates the security clearance required for the action. The contracting officer would use this information to inform the source selection process (vendors could only be selected with the ability to staff work with the individuals possessing the designated clearance), no system validation is required as the vendor employee information is not recorded in CLM.

## Delivery Information region

The following fields are in the Delivery Information region. Fields in this region are used to enter default values for all the lines in the requisition.

- **Need-By Date:** Need-by Date is the contractual start date that the vendor must perform the services.
- **Period of Performance Start Date and 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.

**Note:** If Period of Performance dates are entered, then a Need-by Date cannot be specified.

- **Requester:** The person who wishes to procure the items or services. Select a person from the Requester LOV.
- **Deliver-To Location:** This is the location to which the supplier needs to deliver the items/services. Select a location from the Deliver-To Location LOV.
- **The Enter One-Time Address hyperlink** enables you to enter an address that has not been defaulted in the Deliver-To Location. This address entry is meant for this requisition only.
- **The Deliver to Inventory checkbox**, if selected, indicates that items are to be delivered to Inventory
- **Subinventory:** If the Deliver to Inventory checkbox is selected, you need to specify a subinventory.

## Billing region

The information in this region is related to Oracle Projects and Billing. Fields in this region are used to enter default values for all the lines in the requisition. For more information, please refer to the *Oracle iProcurement Implementation and Administration*

## Editing Requisition Lines

In the Checkout: Requisition Information page, click Edit Lines in order to view and edit the requisition lines.

The Line Number is automatically populated for you. A line can be a CLIN (contract line) or a SLIN (sub-line). A CLIN/SLIN can be a priced line or an informational line. An informational line does not have any pricing details associated with it. Similarly, SLINs, 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. 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. Informational SLINs have the last 2 digits numeric values in the range 01-99. For Priced SLINs, the last 2 digits are always alphabetical values ranging from AA to ZZ (except the alphabets I and O which are not used in number generation at all).

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. 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). Please note that you can create an option line without a base line as well.

Option lines cannot be Informational lines but the base line of an option line can be an Informational line. The base line of an option line cannot be an option line.

The Requisition Information: Edit Lines page consists of 4 tabs – Delivery, Billing, Accounts, and Attachments.

Using the Edit Lines page, you can edit the line information in the Delivery, Project, Item and Accounting tabs. You can also perform actions such as copy, delete and reorganize the CLIN/SLIN structure of the requisition lines.

**Delivery:** The fields that you can change on the Delivery tab are: Need-By Date, Period of Performance Start Date, Period of Performance End Date, Requestor, Deliver-To Location, and Destination Type.



**Note:** Please note that Need-By Date and the Period of Performance dates cannot be entered together, you would need to enter either one of them.

**Billing:** Select a p-card if applicable. The fields you can change on the Billing tab are: Project, Expenditure Type, Expenditure Organization, Expenditure Item Date.

Click the Split icon to split the line into 2 or more billing lines. The Requisition Information: Split Cost Allocation page opens, enabling you to split the line. Click Apply to return to the Edit Lines page. When you click Apply, the GL Date is either automatically corrected or validated with an error message. Please refer to the GL Date field description for more information.

**Accounts:** The charge account for the line is defaulted in this tab, along with the line information. You can also split the line into 2 or more lines using the Split icon.

Click the Charge Account hyperlink in order to enter the funding and other account related information for the line.

**External Account:** In cases where CLM is used without Oracle e-Business Suite as the backing financial system or when a CLM site needs to use funds from another agency, the External Account field is present to record line of accounting that represents the funds from the other system. This is a free text, non segmented, non-validated field that can be printed and externally integrated.

**Fund Source Not Known:** Use this checkbox to indicate to the system that the charge account for this request is not known yet. For example, the requester might want to initiate the requisitioning process so that the procurement office can complete the pre-award activities (solicitation, supplier selection) by the time the source of funds becomes available. This checkbox is not available for lines that do not have distributions. Examples of such lines are: Informational Lines, Option Lines, Priced CLINs with Informational Funded SLINs. For the rest of the purchase requisition lines, this checkbox is available for use. If you select Fund Source Not Known, the system warns you that it will clear any PO Charge Account and GL Date information that was defaulted. Select Yes to clear the accounting details, or No to retain the accounting details and specify the fund source. If you do not know the funding details or if the source of funds is unknown at this time, select the Fund Source Not Known checkbox. When the source of funds is known to you later, you can always return to the requisition and create an amendment to specify the fund source and other accounting information.

If you have selected Fund Source Not Known, the requisition is created without accounting information. Awards that are autocreated from these requisition lines (without accounting information) will have no distributions. Also, if a solicitation is autocreated using these requisition lines (without accounting information), the outcome award from the solicitation will have no distributions.

If you have not selected Fund Source Not Known, the accounting information is defaulted on the requisition Accounts tab, as per the rules defined in the Account

Generator. If the accounting information is not defaulted, you can manually enter the Charge Account and GL Date details.

**Defense Funding:** This checkbox determines if the LOA (Line of Accounting) is provided from the DoD or not. In case of DoD orders, this information is relevant for FPDS-NG reporting.

**Operations Accounting Flex:** This flexfield displays the segment-wise combination of the account. You can click on the Search icon next to the field and choose another combination of segments for the account. This flexfield name is dependent on the organization's accounting structure.

**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. This free-text field displays regardless of whether the Charge Account or External Account is being utilized.

**Agency Accounting Identifier:** This field is used to identify the accounting system to which funds belong. This free-text field displays regardless of whether the Charge Account or External Account is being utilized.

**Note:** 'Apply this Cost Allocation information to all applicable requisition lines' is not supported in CLM.

**GL Date:** The GL (General Ledger) date is automatically defaulted to the current (system) date for you when you select a Charge Account. 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 GL Date is validated during the time the requisition is submitted for approval.

A profile option, PO: Validate GL Period, controls the validation of this GL Date field. For more information on the profile option, please refer to the *Contract Lifecycle Management for Public Sector Implementation Guide*. If the value of the GL 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 GL Date value to reflect the current date.

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

You can enter a funded value in the Split Cost Allocation page. The funded value is defaulted to the total line amount in the Accounts tab. However this can be modified and the funded value may be 0 or less than the line amount. The Partial Funded checkbox is selected to indicate that the funded value is less than the line amount. The following funding-related fields are in the Accounts tab to capture the funding information:

- **Partial Funded Flag** – indicates if a requisition line is partially funded or not. If the Partial Funded checkbox is selected, the Funded Value field is enabled. If the Partial Funded checkbox is not selected, the Funded Value field is not enabled. By default,

this checkbox is unselected and the Funded Value gets defaulted with total line 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 line amount, an error message displays.

- **Funded Value** – enter and save the Funded Value for each line in functional currency. Funded Value is an updateable field provided the Partial Funded checkbox is selected. The Funded Value cannot be greater than the line amount for a distribution. The Funded Value cannot be negative. In case you do enter a Funded Value that is greater than the total line amount or a negative amount, an error message displays.
- **Quantity Funded** – This is the quantity funded for each line and displayed only for Quantity Based lines. The Quantity Funded field is non 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. The value of the Quantity Funded field gets overwritten if users modify the Funded Value.
- **Amount Funded** – Amount funded in document currency for Amount Based lines only. The Amount Funded field is not updateable 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. The value of the Amount Funded field gets overwritten if users modify the Funded Value.
- **GL Date** – the GL Date value is automatically validated or corrected during the time you reserve or unreserved funds. Please refer to the GL Date field description above for more information.

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

**Attachments:** Add an attachment to the line by selecting the Add Attachments icon. The Add Attachments page displays, with the attachment options. Click Add Another to add another attachment, or click Apply to save your attachment to the line and return to the Edit Lines page.

**Actions:**

Using the Accounts tab, select a distribution and click Check Funds. If the check funds action completes successfully, a message displays, informing you that the check funds has been successful. The GL Date is automatically corrected if it is an invalid date and an informational message telling you about the automatic correction is displayed on the page.

From any of the tabs (except the Attachments tab), select a line using the Select checkbox and then click Update. The line information is available for you to update.

Using any of the tabs (except the Attachments tab), select a line using the Select checkbox and then click Copy. 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 checkbox 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 checkbox to specify if you wish to copy one or more lines as option lines.
  - Maintain Base Line References - use this checkbox 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 Need By Date and Period of Performance date entries are optional. If you do not enter the date values, they are defaulted from the original (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 initiate 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, please refer to the Appendix - Copy Action, page C-1.

Using any of the tabs (except the Attachments tab), select a line using the Select checkbox and then click Delete. The line is deleted from the requisition. Delete an Option Line directly by clicking the Delete button. If you attempt to delete a Base Line that is associated with 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 choose to cancel the delete operation, delete the linked option lines or unlink the option lines.

Using any of the tabs (except the Attachments tab), select a line using the Select checkbox and then click Move. The Organize Lines page opens, enabling you to move the selected line before or after other lines.

## Organize Lines

The Organize Lines page consists of 2 regions: Current Structure (source) and Target Structure (destination). Select one or more lines by clicking on the Select checkbox in the Current Structure region. Then select the type of move you wish to perform using the Select Action LOV in the Target Structure region. Select from one of the 3 possible values: Move After Selected Line (moves the line after the line you selected in the Edit

Lines page), Move Before Selected Line (moves the line above the line you selected in the Edit Lines page) and Move as sub-line(s) under selected line (moves a line as a SLIN under a CLIN).

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 Edit Lines page. The Edit Lines page displays, showing you the new structure of the lines.

## Update Selected Lines

When you need to change any values of the items that you created while shopping, you can use the Update Selected Lines page to make updates to the item line information. If you have selected a line and clicked Update, the Requisition Information: Update Selected Line page opens with the following regions:

### Item region

Most of the requisition information is defaulted on this page. Enter or update the rest of the fields, if required.

Pricing related fields are displayed if the line is a priced line. If the line is Informational, the pricing related fields are not displayed.

Select a Contract Type - The Contract Type list is used to determine the pricing calculation for the item or service to be procured. For example, if the Contract Type is Firm Fixed Price, the price is calculated as Quantity \* Unit Price. For an item type of Goods billed by Quantity, the Contract Types are different from the item type of Goods or Services billed by Amount. For more information on Contract Types and their pricing formulas, please 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 list is Null. A Cost Constraint is an indicator at CLIN/SLIN level that controls the pricing and/or the document printing behavior for that CLIN/SLIN.

Enter a Quantity, Unit of Measure, Unit Price, Currency as per your requirements. The total line amount is automatically calculated for that item or service. The total line amount is calculated for that Contract Type and the formula that was used in calculating the total line amount is displayed below the final price value. The field label of the total line amount is also subject to change, depending on the contract type selected by you. Example: For some contract types, the total line amount may be called Extended Price and for other contract types, it may be called Total Amount.

Below the Extended Price field, a pricing formula is displayed, telling you the formula that was used in calculating the Extended Price. For goods or services billed by amount line types only, the Pricing Details hyperlink is displayed; on clicking the hyperlink, the Pricing Details popup displays, showing you additional pricing attributes that contribute to the calculation of the total line amount.

**Note:** Please note that rate based temp labor line types are not supported in CLM.

## Supplier region

Enter the supplier information that you will need to procure the items from. If you enter supplier information for a non-catalog request, selecting the New Supplier check box tells iProcurement not to validate the supplier. This allows you to enter a name for suppliers that are not yet approved for use by your organization. It does not add them to your supplier base.

Please note that the Supplier region is updateable for non-catalog items only. In case of catalog items, the Supplier region is view-only and you cannot update it.

## Option region

The Option checkbox 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.

If you wish 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.

## Additional Item Information region

This region contains additional information about the item to be procured.

- **NSN:** NSN stands for National Stock Number which 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). A NIIN is a unique nine character code assigned to each item of supply purchased, stocked or distributed within the Federal Government; when combined with the four character FSC it comprises the NSN. The NSN free-text field is used as the common denominator to tie together logistics information for an item of supply. An example of the NSN would be 6130-01-537-7617 DC Power Adapter for Panasonic laptops.

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

- **Specification Number:** This is the number as given by the manufacturer/vendor for the item being purchased. This free-text field provides the ability to more specifically identify the item being requested. This detail helps 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 free-text field provides the ability to more specifically identify the item being requested. This detail helps to ensure that the correct item is procured.
- **Manufacturer Name:** The name of the manufacturer from whom the item is being purchased. This free-text field provides the ability to more specifically identify the item being requested. This detail helps to ensure that the correct item is procured.
- **Serial Number:** The serial number as given by the manufacturer for the item being purchased. This free-text field provides the ability to more specifically identify the item being requested. This detail helps 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 free-text 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 free-text field provides the ability to more specifically identify the item being requested. This detail helps to ensure that the correct item is procured.
- **Product/Catalog Number:** In the case where a manufacturer provides a catalog from which items can be purchased, this is the product/catalog number associated to the item being requested. This free-text field provides the ability to more specifically identify the item being requested. This detail helps to ensure that the correct item is procured.
- **Model Number:** The model number as given by the manufacturer for the item being purchased. This free-text field provides the ability to more specifically identify the item being requested. This detail helps to ensure that the correct item is procured.
- **Supplier Part Number:** The part number as given by the vendor for the item being purchased. This free-text field provides the ability to more specifically identify the item being requested. This detail helps to ensure that the correct item is procured.
- **Item Long Description (Extended Description):** In cases where the Description field for item or service name is not adequate to hold a long description, the Item Long

Description free-text field is used to enter additional descriptive text. The text entered in this field is carried forward to subsequent transactions.

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

## **Federal Customer Designation region**

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

- MDAPS/MAIS: Major Defense Acquisition Programs/ Major Automated Information System Acquisition Programs. Select a value from the MDAPS/MAIS LOV.
- NAICS: The commodity group (defined by the NAICS) under which the size standard is applied. Select a value from the NAICS LOV.
- Program Code: Select from established Program Codes using the Program Code LOV. Programs are also agency-defined and can be used to group and report purchases under a particular program.
- FSC/PSC: The Federal Supply Classification (FSC) is a set of codes designed to help the federal government in supplying operations. Select a value from the FSC/PSC LOV.
- 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 requisitions. It is used to capture the Construction Project Number for the SF1442 (block 6). Select a value from the Customer Project Code LOV.
- 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. The value of this field defaults from the value you select in the Customer Project Code LOV.

## **Additional Shipping Information region**

The fields in this region provide specific shipment information about the items being procured.

- FOB Code: this list indicates broad category (destination or origin) and/or specifics (e.g., FOB inland point country of importation, etc.) dealing with where the goods are delivered 'free on board'. This indicator drives the selection of particular clauses



and, if all indicators are the same across the document, prints on the face page of several standard forms. Please refer to FAR 47.302 for further details.

- **Shipment Mode:** Select from among the established reference shipping modes in the LOV (for example: air, air freight, air express, etc.).
- **Charge Shipping To:** You can describe the shipping charges in this free-text field.
- **MILSTRIP Code:** 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. Enter the relevant MILSTRIP Code in this free-text field.
- **Additional Marking Text:** A free-text field for indicating other markings on the shipment.
- **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. Enter a TCN in this free-text field.
- **Transportation Priority:** Indicator assigned to eligible traffic that establishes 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. Enter the relevant value in this free-text field.
- **Precious Metal Code:** Select from the available precious metal codes list, if applicable.
- **HAZMAT Code:** A list containing four character alphanumeric values, describing the hazardous material, if applicable.
- **Ship-To Address:** This is the location to which the goods are requested to be delivered. This is the address detail of the Deliver-to location specified on the line and is view-only.

## **Inspection Information region**

The fields in this region enable you to define the specific inspection location for the items/goods being procured.

- **Inspection Responsibility:** This list identifies whose responsibility it is to inspect the items. This could either be carried out by the federal agency, the contractor or someone else. 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 Location:** This list identifies whether the location of inspection is a destination, source or other facility. The value of the field may be null as well. The value of this field is carried forward to all subsequent documents including receipt and invoice, if applicable.
- **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 free-text field is informational only.
- **Inspection Address:** After an item has been shipped, it must be inspected for missing parts/damage and ensure it is the correct item that was requested. The inspection address indicates the location where the inspection of the item is to take place. Enter the relevant inspection address details in this free-text field.

## Delivery region

- **Need-By Date:** Need-by Date is the contractual start date that the vendor must perform the services.
- **Period of Performance Start Date and Period of Performance End Date:** The Period of Performance (POP) is specified for services. The POP defines the period in which the service will be provided. Both a start and end date must be specified. If a POP is entered, then a Need-by Date cannot be specified.
- **Requester:** The person who wishes to procure the items or services. Enter a person from the Requester LOV.
- **Deliver-To Location:** This is the location to which the supplier needs to deliver the items/services. Enter a location using the Deliver-To Location LOV.
- **The Enter One-Time Address field** enables you to enter an address that is not available in the lookup values for the Deliver-to location. This address entry is meant for this requisition only.
- **The Deliver to Inventory checkbox**, if selected, indicates that the items are to be delivered to Inventory.
- **Subinventory:** If the Deliver to Inventory checkbox is selected, you need to specify a subinventory.

## Billing region

This region consists of fields associated to Oracle Projects. For more information on this

region, please refer to the *Oracle iProcurement Implementation and Administration Guide*.

## Notes and Attachments region

Add notes or attachments using this region. Notes are usually short texts that you need to communicate to suppliers. You can also attach documents in the line details by clicking the Add Attachments icon. The Add Attachment page displays, and you can add an attachment of type Desktop File/Text/URL or From Document Catalog to the requisition line. Enter the Attachment Summary Information and then define the attachment by selecting a File, URL or text to attach. Click Add Another if you wish to attach another document in addition to the one you have just attached. Click Apply to save your attachment to the checkout and return to the checkout process.

Click Apply to save your changes and proceed with the checkout.

## Checkout: Approvals and Notes

Step 2 of the checkout process involves viewing and managing approvals and notes. View the sequence of approvers for your requisition and enter a justification if you need to make any changes to the approval hierarchy. Optionally enter a note to the buyer.

You can attach documents during the checkout by clicking the Add Attachment button. The Add Attachment page displays, and you can add an attachment of type Desktop File/Text/URL or From Document Catalog. Enter the Attachment Summary Information and then define the attachment by selecting a File, URL or text to attach. Click Add Another if you wish to attach another document in addition to the one you have just attached. Click Apply to save your attachment to the checkout and return to the checkout process.

For more information on setting up approvals management, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

## Checkout: Review and Submit

Step 3 of the checkout process involves reviewing and submitting the requisition for approval. A requisition number is displayed at the top of the Checkout: Review and Submit page, along with the Total (with Options) of the Requisition lines and Total Without Options. The Total value of the requisition includes option line values. The Total Without Options value excludes the values of the option lines. For more information on Options, please refer to the Editing Requisition Lines section in this chapter.

If you have attached any documents to the requisition, the Requisition Attachments region displays a summary line of the attachments.

The Lines region displays all the lines that have been created as part of the requisition. Click on the Show link to display a few more requisition details, including Billing Information.

Click Submit to submit the requisition for approval. You can continue to create further requisitions using the Continue Shopping button, which takes you back to the Stores tab.

After the requisition is approved by all the approvers, the reserve at completion workflow reserves the funds in the requisition.

When the requisition is approved, use it to create a solicitation or an award using Document Builder in the CLM Sourcing or CLM Purchasing modules.

## Requisitions - Views and Search

The Requisitions > Requisitions tab consists of a View region where you can see requisitions according to the view selected. For example, you can see the requisitions that you have created using the All My Requisitions view. Select a view from the View LOV and click Go. The Views region populates with the relevant requisition details.

Search for a requisition that you do not see in your view by clicking Search. The Requisitions Search page enables you to enter one or multiple search criteria to find your requisition. For example, you can search by Requester, Requisition Number, Issuing Office, Suggested COTR Office Address, Suggested COTR Office Contact, Suggested Award etc. Enter values in the Search Criteria fields and then click Go. The search results display in the region below. The search results display the requisition numbers with a hyperlink, so you can click on any requisition number and open it to view the details of the requisition. If the requisition has an order associated to it (that is, an order has been created from the requisition), the order number displays in the search results as well. If there are multiple awards that are funded by a single requisition line, the term Multiple displays in the Award column. Click the Requisition number link to open the Requisition page. Scroll down to the Details region. The Details region shows you the line details with the associated awards. The Award column displays the term Multiple if multiple award lines are associated to the single requisition line. If a single award is associated to the requisition line, the award number displays. Click the Details icon to open the Requisition: Details page. Select an award using the Select radiobutton and the related documents (such as receipts, invoices, Advanced Shipment Notices, payments) are displayed for that award. Click the Return link to go back to the Requisition page.

Some of the actions that you can perform by selecting a requisition (use the Select radio button) and clicking the appropriate action button (either in the search results page or in the Views page):

- **Copy to Cart:** The lines of the existing requisition get copied to a new or in-use cart and you can proceed with the checkout process as described above. Thus you can copy line items from one requisition to another. This often serves as a shortcut to reorder frequently requested items.
- **Cancel Requisition:** You can only cancel Approved requisitions. If you attempt to cancel an Incomplete requisition, an error message will display. Click Cancel

Requisition button to cancel a requisition and the Cancel Requisition: Select Lines page appears. You can choose to cancel the requisition in its entirety by clicking Cancel Entire Requisition. Otherwise, enter a reason for the cancellation and select a line or lines to cancel, and then click Continue. The Cancel Requisition: Review and Submit page displays, showing you the line details of the cancelled requisition. Click Submit to submit the requisition for cancellation, a confirmation page displays, with the cancellation confirmation details. View the status of the cancellation request(s) using the Requisition Status page. The value of the requisition will be changed to 0 (zero).

- **Change:** Click Change if you wish to make any changes to a requisition that has been approved. You cannot change a requisition that has a status of Incomplete. For more information on changing data on a requisition, please refer to the chapter Requisition Amendments in this guide.
- **Complete:** You can complete a requisition that has a status of Incomplete. Click on the Complete Button, the Shopping Cart page displays with the line items of the incomplete requisition. Click Checkout and you will be taken through the entire checkout process for the requisition, including editing the lines and submitting for approval.
- **Liquidate:** Use Liquidate to unreserve the funds in the requisition. If there are funds remaining in the requisition, and will not be used to fund other awards, these remaining funds can be liquidated. Liquidation, in effect, unreserves the funds in the requisition only, and this does not affect the line amounts, distribution values etc. Click Liquidate to unreserve the funds. The system displays a message, confirming that the liquidation of funds has completed successfully. Note that you can unreserve the funds at the PR document level only, and not for individual requisition lines within the PR. The unreserved funds go back to the budget account where they can be used in any other requisitions. If any of the PR funds are associated to one or more Award lines that are still being drafted, then the Liquidate action will not affect those funds. Such funds associated with draft award lines are not unreserved.

## Notifications

Unlike the Notifications region in the Stores page that displays the recent notifications only, this Requisitions > Notifications page displays all the notifications depending on the Notifications View that you select. The Views LOV displays the following seeded notification views: All Notifications, FYI Notifications, Notifications From Me, Open Notifications, To Do Notifications.

When a requisition with lines that do not have accounting information is approved, the notification displays all the requisition lines, including the lines where the Fund Source Not Known checkbox is selected. A note in the Requisition Lines region informs you that there are priced lines in the requisition that do not have charge account details.

You can perform the following actions after selecting one or more notifications: Open a notification, Reassign a notification to another approver, Close a notification.

## Approvals

The Requisitions > Approvals page has a View region where you can view requisitions at different stages of approval. For example, the seeded views in the page are: Requisitions I Have Approved and Requisitions to Approve. The results of the view are displayed in the region below. Select a requisition by clicking on the Select radio button and then perform any of the following actions:

- **Copy to Cart (for Approved Requisitions) :** The lines of the existing requisition get copied to a new or in-use cart and you can proceed with the checkout process as described above. Thus you can copy line items from one requisition to another. This often serves as a shortcut to reorder frequently requested items.
- **Cancel (for Approved Requisitions):** You can only cancel Approved requisitions. If you attempt to cancel an Incomplete requisition, an error message will display. Click Cancel Requisition button to cancel a requisition and the Cancel Requisition: Select Lines page appears. You can choose to cancel the requisition in its entirety by clicking Cancel Entire Requisition. Otherwise, enter a reason for the cancellation and select a line or lines to cancel, and then click Continue. The Cancel Requisition: Review and Submit page displays, showing you the line details of the cancelled requisition. Click Submit to submit the requisition for cancellation, a confirmation page displays, with the cancellation confirmation details. View the status of the cancellation request(s) using the Requisition Status page. The value of the requisition will be changed to 0 (zero).

Use Search to enter search criteria to look for a requisition or a set of similar requisitions. Search for a requisition that you do not see in your view by clicking Search. The Requisitions Search page enables you to enter one or multiple search criteria to find your requisition. For example, you can search by Requester, Requisition Number, Issuing Office, Suggested COTR Office Address, Suggested COTR Office Contact, Suggested Award etc. Enter values in the Search Criteria fields and then click Go. The search results display in the region below. The search results display the requisition numbers with a hyperlink, so you can click on any requisition number and open it to view the details of the requisition. If the requisition has an order associated to it (that is, an order has been created from the requisition), the order number displays in the search results as well. Using the search results, you can select a requisition and perform the following actions:

- **Copy to Cart:** The lines of the existing requisition get copied to a new or in-use cart and you can proceed with the checkout process as described above. Thus you can copy line items from one requisition to another. This often serves as a shortcut to reorder frequently requested items.
- **Cancel Requisition:** You can only cancel Approved requisitions. If you attempt to

cancel an Incomplete requisition, an error message will display. Click Cancel Requisition button to cancel a requisition and the Cancel Requisition: Select Lines page appears. You can choose to cancel the requisition in its entirety by clicking Cancel Entire Requisition. Otherwise, enter a reason for the cancellation and select a line or lines to cancel, and then click Continue. The Cancel Requisition: Review and Submit page displays, showing you the line details of the cancelled requisition. Click Submit to submit the requisition for cancellation, a confirmation page displays, with the cancellation confirmation details. View the status of the cancellation request(s) using the Requisition Status page. The value of the requisition will be changed to 0 (zero).

- **Approve:** You can approve an Incomplete, Pre-Approved or In Process requisition if it has been submitted to you for approval. Already approved requisitions may not be approved again.
- **Reject:** Reject a requisition if it has been submitted to you for approval. You can reject a requisition that has a status of Incomplete, Pre-Approved or In Process.
- **Respond:** You can respond to the request for approval, by approving, rejecting or requesting for more information. You can respond to a requisition that has a status of Incomplete, Pre-Approved or In Process.

The Related Applications region consists of the following actions you can perform on the requisition:

- **Edit Requisition:** Use this action to update the requisition details. If the requester has specified that the funds source is not known for some or all of the requisition lines, the approver can edit the requisition lines to specify the fund source and enter the Charge Account and GL Date details. The approver needs to simply check or uncheck the Funds Source Not Known checkbox in order to perform the required action. Please note that the approver cannot save the document, if the approver does not select the Fund Source Not Known checkbox and no charge account details are provided (either by the system or manually).
- **View Requisition Details:** Click the View Requisition Details link to see the requisition information on a single page. Click Return to come back to the Notifications pages.
- **Open Document**





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## Requisition Amendments

### 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:** Please note that you can create amendments for requisitions that have a status of Approved or Returned only.

**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 initiated. 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, etc.) 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.

## **Amendment Checkout Process**

If you have clicked the Change button or the Change icon to initiate 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 initiate 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. If you wish to add a new line to the requisition amendment, click on the Return to Shopping link. If you wish to continue updating existing line information, click on 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.

## Requisition Amendment: Requisition Information

The first stage displays the Requisition Amendment: Requisition Information page. Enter the relevant requisition amendment header information on this page.

A requisition amendment number is automatically assigned to the requisition amendment. This number typically has the following structure, which can be changed during setup: Prefix-Fiscal Year-Agency Identifier-Serial Number-Amendment Number (example: PR-10-CDC-12345-0001).

For more information on document numbering, please refer to the appendix - Common CLM Functionality, page B-1.

The Requisition Description field value defaults from the purchase requisition description. Enter a reason for the amendment in the Reason for Amendment field, this is a mandatory field.

The following header fields can be changed in an amendment:

- Requisition Description
- DPAS Rating
- Priority Code
- Customer Project Code
- Customer Project Text
- Issuing Office Address
- Suggested COTR Address
- Suggested COTR Contact Name
- Requesting Office Address
- Requesting Office Contact Name
- Suggested Property Administration Office
- Suggested Property Administration Office Contact Name
- Security Clearance Required Flag
- Referenced Acquisition Plan
- Justification and Approval Number

- Justification

## Addresses region

The Addresses region in the Requisition Amendment: Requisition Information page enables you to update the relevant office addresses and contacts for the following offices. Please note that the office addresses and contacts default based on address preference setup on the Preferences page, however you can overwrite the default values. The defaulting of the office addresses and contacts enables you to save on data entry time and effort.

- Suggested Property Administration Office and Contact information
- Suggested COTR Office and Contact information
- Issuing Office and Contact Information
- Requesting Office and Contact Information

## Business Priority and Project Information region

The fields in the Business Priority and Project Information region are:

- DPAS Rating: Select a Defense Priorities and Allocations System Rating from the list.
- Priority Code: A numerical rating, 1-15, that describes the priority and is used internally within the Department of Defense. It is from the UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM. This list helps buyers prioritize their workload and is also used for management tracking in reports.
- Customer Project Code: This LOV 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 find out how much was done for a given project.
- Customer Project Text: Free-text description of the selected project code. Used in reporting, especially across entire agencies, to find out how much was done for a given project. This value is defaulted from the Customer Project Code LOV and can be edited.

## Sourcing Information region

The fields in the Sourcing Information region are:

- Suggested Award Number: This free-text field enables the requestor to specify a

contract or agreement that the need can be fulfilled under, or enter a Federal Supply Schedule number (free-entry) to provide the contracting specialist with this information. This information can be used by the Procurement Office Manager to assign out the requisition to a specialist familiar with the base contract, and can be used by the contract specialist as guidance. The contracting specialist does not need to award the requisition under that vehicle, it is suggested but not required. If this field is populated, the award does not get automatically created.

- **Justification and Approval Number:** This is a number (free-text field) assigned to the Justification and Approval document. The Justification and Approval is an attachment that would contain information such as the justification for pursuing a sole-source buy instead of a competed procurement.
- **Security Clearance Required:** This list indicates the security clearance required for the action. The contracting officer would use this information to inform the source selection process (vendors could only be selected with the ability to staff work with the individuals possessing the designated clearance), no system validation is required as the vendor employee information is not recorded in CLM.

## Delivery Information region

The following fields are in the Delivery Information region. Fields in this region are used to enter default values for all the lines in the requisition.

- **Need-By Date:** Need-By Date is the contractual start date that the vendor must perform the services.
- **Period of Performance Start Date and 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.

**Note:** If a POP is entered, then a Need-By Date cannot be specified.

- **Requester:** The person who wishes to procure the items or services. Select a person from the Requester LOV.
- **Deliver-To Location:** This is the location to which the supplier needs to deliver the items/services.
- **The Enter One-Time Address** enables you to enter an address that has not been defaulted in the Deliver-To Location. This address entry is meant for this requisition only.
- **The Deliver to Inventory checkbox**, if selected, indicates that items are to be delivered to Inventory.

- Subinventory: If the Deliver to Inventory checkbox is selected, you need to specify a subinventory.

## Billing region

The information in this region is related to Oracle Projects and Billing. Fields in this region are used to enter default values for all the lines in the requisition amendment. For more information, please refer to the *Oracle iProcurement Implementation and Administration Guide*.

## Editing Requisition Amendment Lines

You can update the details of the lines that are copied from the original requisition, in the requisition amendment. You can make updates to lines until the amendment is submitted for approval. You can update details of the CLINs/SLINs and option lines that are copied from the original requisition. The Informational line (indicated by a checkbox if a line is Informational or Priced) is not enabled for update.

The following kinds of lines are available in a requisition amendment:

- Lines that are newly added to the amendment - you can modify the lines with any type of changes.
- Lines that are not used during the creation of a solicitation or award - you cannot change information such as line type, line numbers etc., however you can change information such as the item, delivery and billing information.
- Lines that are used during the creation of a solicitation - you cannot change information such as line type, line numbers etc., however you can change information such as the item, delivery and billing information.
- Lines that are placed on the approved award - you can change only the funding information for these lines, such as creating a new distribution and modifying the funded quantity or funded amount for the distribution.

You can create new lines in the requisition amendment. New Lines can be added from the Catalog, Non Catalog Form and Shopping List. When all the lines on the requisition have been moved to an award with a status of InProcess or Approved, you may not create new CLINs in the amendment. However, it is possible to add new SLINs to existing CLINs.

Additionally you can cancel one or more lines in the amendment. However, if a line was cancelled in the original requisition, it does not display in the amendment page.

In the Checkout: Requisition Information page, click Edit Lines in order to view and edit the requisition lines.

The Line Number is automatically populated for you. A line can be a CLIN (contract

line) or a SLIN (sub-line). A CLIN/SLIN can be a priced line or an informational line. An informational line does not have any pricing details associated with it. Similarly, SLINs, 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. 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. Informational SLINs have the last 2 digits numeric values in the range 01-99. For Priced SLINs, the last 2 digits are always alphabetical values ranging from AA to ZZ (except the alphabets I and O which are not used in number generation at all).

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.

The Requisition Amendment: Edit Lines page consists of 4 tabs – Delivery, Billing, Accounts, and Attachments.

Using the Edit Lines page, you can edit the line information in the Delivery, Project, Item and Accounting tabs. You can also perform actions such as copy, delete and reorganize the CLIN/SLIN structure of the requisition lines.

**Note:** Please note that you cannot copy from a CLM document to a non-FAR document.

**Delivery:** The fields that you can change on the Delivery tab are: Need-By Date, Period of Performance Start Date, Period of Performance End Date, Requestor, Deliver-To Location, and Destination Type.

**Note:** Please note that Need-By Date and the Period of Performance Start Date/Period of Performance End Date cannot be entered together, you would need to enter either one of them.

**Billing:** Select a p-card if applicable. The fields you can change on the Billing tab are: Project, Expenditure Type, Expenditure Organization, Expenditure Item Date.

Click the Split icon to split the line into 2 or more billing lines. The Requisition Information: Split Cost Allocation page opens, enabling you to split the line. Click Apply to return to the Edit Lines page.

**Accounts:** The charge account for the line is defaulted in this tab, along with the line information. You can also split the line into 2 or more lines using the Split icon.

Click the Charge Account hyperlink in order to enter the funding and other account related information for the line.

**External Account:** In cases where CLM is used without Oracle e-Business Suite as the backing financial system or when a CLM site needs to use funds from another agency,

the External Account field is present to record line of accounting that represents the funds from the other system. This is a free text, non segmented, non-validated field that can be printed and externally integrated.

**Fund Source Not Known:** Use this checkbox to indicate to the system that the charge account for this request is not known yet. For example, the requester might want to initiate the requisitioning process so that the procurement office can complete the pre-award activities (solicitation, supplier selection) by the time the source of funds becomes available. This checkbox is not available for lines that do not have distributions. Examples of such lines are: Informational Lines, Option Lines, Priced CLINs with Informational Funded SLINs. For the rest of the purchase requisition amendment lines, this checkbox is available for use. If you select Fund Source Not Known, the system warns you that it will clear any PO Charge Account and GL Date information that was defaulted. Select Yes to clear the accounting details, or No to retain the accounting details and specify the fund source.

If you have selected Fund Source Not Known, the requisition amendment is created without accounting information. Awards that are autocreated from these requisition amendment lines (without accounting information) will have no distributions. Also, if a solicitation is autocreated using these requisition amendment lines (without accounting information), the outcome award from the solicitation will have no distributions.

If you have not selected Fund Source Not Known, the accounting information is defaulted on the requisition Accounts tab as per the rules defined in the Account Generator. If the accounting information is not defaulted, you can manually enter the Charge Account and GL Date details.

After approval, the requisition amendment is conformed to the requisition and when the contracting specialist implements this amendment, a new distribution is created for the corresponding PR line.

Via an amendment to a requisition, you can specify funds on a line that had the Fund Source Not Known checkbox selected in the previous version of the document. As part of the amendment, unselect the Fund Source Not Known checkbox. The system defaults the charge account based on rules specified in the Account Generator. If no charge account is defaulted, click the Enter Charge Account link and specify a source of funds.

**Defense Funding:** This indicator determines if the LOA (Line of Accounting) is provided from the DoD or not. In case of DoD orders, this information is relevant for FPDS-NG reporting.

**Operations Accounting Flex:** This flexfield displays the segment-wise combination of the account. You can click on the Search icon next to the field and choose another combination of segments for the account.

**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. This field displays regardless of whether the Charge Account or External Account is being utilized.

**Agency Accounting Identifier:** This field is used to identify the accounting system to



which funds belong. This field displays regardless of whether the Charge Account or External Account is being utilized.

GL Date: If you have changed the funded value, the GL (General Ledger) Date will also be updated in the amendment document. If there is no change in the funded value (reserving or unreserving of funds in the document), the GL Date value that was on the original requisition remains as is. Please refer to the section Editing Requisition Lines, page 3-6 in this guide for more information on the GL Date field validations.

You can enter/update a funded value in the Split Cost Allocation page. The funded value is defaulted to the total line amount in the Accounts tab. However this can be modified and the funded value may be 0 or less than the line amount. The Partial Funded checkbox is selected to indicate that the funded value is less than the line amount. The following funding-related fields are in the Accounts tab to capture the funding information:

- **Partial Funded Flag** – indicates if a requisition is partially funded or not. If the Partial Funded checkbox is selected, the Funded Value field is enabled. If the Partial Funded checkbox is not selected, the Funded Value field is not enabled. By default, this checkbox is unselected and the Funded Value gets defaulted with total line 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 line amount, an error message displays.
- **Funded Value** – enter and save the Funded Value for each line in functional currency. Funded Value is an updateable field provided the Partial Funded checkbox is selected. The Funded Value cannot be greater than the line amount for a distribution. The Funded Value cannot be negative. In case you do enter a Funded Value that is greater than the total line amount or a negative amount, an error message displays.
- **Quantity Funded** – This is the quantity funded for each line and displayed only for Quantity Based lines. The Quantity Funded field is non 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. The value of the Quantity Funded field gets overwritten if users modify the Funded Value.
- **Amount Funded** – Amount funded in document currency for Amount Based lines only. The Amount Funded field is not updateable 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. The value of the Amount Funded field gets overwritten if users modify the Funded Value.

For more information on Funding, please refer to the appendix - Common CLM Functionality, page B-15.

When a requisition amendment is created, all the distribution lines from the original requisition are copied to the requisition amendment. In the requisition amendment document, you can update the line distribution information. You can make updates

until amendment is submitted for approval. You can update the distribution information of the CLINs/SLINs and option lines that are copied from the original requisition.

You may not delete the distribution lines. If you need to modify the charge account number on a distribution line, please set the value of the Amount field to 0 (zero) and then create a new distribution line with a new charge account.

**Attachments:** Add an attachment to the line by selecting the Add Attachments icon. The Add Attachments page displays, with the attachment options. Click Add Another to add another attachment, or click Apply to save your attachment to the line and return to the Edit Lines page.

**Actions:**

From any of the tabs (except the Attachments tab), select a line using the Select checkbox and then click Update. The line information is available for you to update.

Using any of the tabs (except the Attachments tab), select a line using the Select checkbox and then click Copy. 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 checkbox 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 checkbox to specify if you wish to copy one or more lines as option lines.
  - Maintain Base Line References - use this checkbox 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 initiate 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, please refer to the Appendix - Copy Action, page C-1.

Using any of the tabs (except the Attachments tab), select a line using the Select checkbox and then click Delete. The line is deleted from the requisition amendment. Delete an Option Line directly by clicking the Delete button. If you attempt to delete a

Base Line that is associated with 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 choose to cancel the delete operation, delete the linked option lines or unlink the option lines.

Using any of the tabs (except the Attachments tab), select a line using the Select checkbox and then click Move. The Organize Lines page opens, enabling you to move the selected line before or after other lines.

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

## Update Selected Lines

If you have selected a line and clicked Update, the Requisition Amendment: Update Selected Line page opens with the following regions:

### Item region

Enter the item details in this region. The Item Description is defaulted for you.

Pricing related fields are displayed if the line is a priced line. If the line is Informational, the pricing related fields are not displayed.

Select a Contract Type - A Contract Type is used to determine the pricing calculation for the item or service to be procured. For example, if the Contract Type is Firm Fixed Price, the price is calculated as Quantity \* Unit Price. For an item type of Goods billed by Quantity, the Contract Types are different from the item type of Goods or Services billed by Amount. For more information on Contract Types and their pricing formulas, please 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. A Cost Constraint is an indicator at CLIN/SLIN level that

controls the pricing or the document printing behavior for that CLIN/SLIN.

Enter a Quantity, Unit of Measure, Unit Price, Currency as per your requirements. The Extended Price is automatically calculated for that item or service. The final price is calculated for that Contract Type and the formula that was used in calculating the final price is displayed below the final price value. The field label of the final price is also subject to change, depending on the contract type selected by you. Example: For some contract types, the final price may be called Extended Price and for other contract types, it may be called Total Amount.

Below the Extended Price field, a pricing formula is displayed, telling you the formula that was used in calculating the Extended Price. For goods or services billed by amount line types only, the Pricing Details hyperlink is displayed; on clicking the hyperlink, the Pricing Details popup displays, showing you additional pricing attributes that contribute to the calculation of the final price.

**Note:** Please note that rate based temp labor line types are not supported in CLM.

## Supplier region

Enter the supplier information that you will need to procure the items from. If you enter supplier information for a non-catalog request, selecting the New Supplier check box tells iProcurement not to validate the supplier. This allows you to enter a name for suppliers that are not yet approved for use by your organization. It does not add them to your supplier base.

Please note that the Supplier region is updateable for non-catalog items only. In case of catalog items, the Supplier region is view-only and you cannot update it.

## Option region

The Option checkbox in the Option region enables you to specify whether the line should be treated as an Option line. conversions You can convert a regular line into an option line, and an option line into a regular line by selecting or unselecting this checkbox. 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.

While creating a requisition amendment, you may not select-unselect the Option checkbox for a pre-existing line. A pre-existing regular line cannot be converted to an option line via an amendment. To convert a pre-existing option line to a regular line, check the Exercisable checkbox and enter a fund source. You can select-unselect the Option checkbox for newly created lines in the amendment

If you wish 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.

## **Additional Item Information region**

This region contains additional information about the item to be procured.

- **NSN:** NSN stands for National Stock Number (NSN), which 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). A NIIN is a unique nine character code assigned to each item of supply purchased, stocked or distributed within the Federal Government; when combined with the four character FSC it comprises the NSN. The NSN free-text field is used as the common denominator to tie together logistics information for an item of supply. An example of the NSN would be 6130-01-537-7617 DC Power Adapter for Panasonic laptops.

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

- **Specification Number:** This is the number as given by the manufacturer/vendor for the item being purchased. This free-text field provides the ability to more specifically identify the item being requested. This detail helps 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 free-text field provides the ability to more specifically identify the item being requested. This detail helps to ensure that the correct item is procured.
- **Manufacturer Name:** The name of the manufacturer from whom the item is being purchased. This free-text field provides the ability to more specifically identify the item being requested. This detail helps to ensure that the correct item is procured.
- **Serial Number:** The serial number as given by the manufacturer for the item being purchased. This free-text field provides the ability to more specifically identify the item being requested. This detail helps 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 free-text 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 free-text field provides the ability to more specifically identify the item being requested. This detail helps to ensure that the correct item is procured.
- **Product/Catalog Number:** In the case where a manufacturer provides a catalog from which items can be purchased, this is the product/catalog number associated

to the item being requested. This free-text field provides the ability to more specifically identify the item being requested. This detail helps to ensure that the correct item is procured.

- **Model Number:** The model number as given by the manufacturer for the item being purchased. This free-text field provides the ability to more specifically identify the item being requested. This detail helps to ensure that the correct item is procured.
- **Supplier Part Number:** The part number as given by the vendor for the item being purchased. This free-text field provides the ability to more specifically identify the item being requested. This detail helps to ensure that the correct item is procured.
- **Item Long Description (Extended Description):** In cases where the Description field for item or service name is not adequate to hold a long description, the Item Long Description free-text field is used to enter additional descriptive text. The text entered in this field is carried forward to subsequent transactions.

This is the description of what the agency is procuring. The supplier, receiving clerk, and payment office use the description to ensure that the correct items are shipped, received and invoiced.

## **Federal Customer Designation region**

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

- **MDAPS/MAIS:** Major Defense Acquisition Programs/Major Automated Information System Acquisition Programs. Select a value from the MDAPS/MAICS LOV.
- **NAICS:** The commodity group (defined by the NAICS) under which the size standard is applied. Select a value from the NAICS LOV.
- **Program Code:** Select from established Program Codes using the Program Code LOV. Programs are also agency-defined and can be used to group and report purchases under a particular program.
- **FSC/PSC:** The Federal Supply Classification (FSC) is a set of codes designed to help the federal government in supplying operations. Select a value from the FSC/PSC LOV.
- **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 requisitions. It is used to capture the Construction Project Number for SF1442. Select a value from the Customer Project Code LOV.

- 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 SF1442 form as well.

## **Additional Shipping Information region**

- FOB Code: This list indicates broad category (destination or origin) and/or specifics (e.g., FOB inland point country of importation, etc.) dealing with where the goods are delivered 'free on board'. This indicator drives the selection of particular clauses and, if all indicators are the same across the document, prints on the face page of several standard forms. Please refer to FAR 47.302 for further details.
- Shipment Mode: Select from among the established reference shipping modes in the LOV(for example: air, air freight, air express, etc.).
- Charge Shipping To: You can describe the shipping charges in this free-text field.
- MILSTRIP Code: 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. Enter the relevant MILSTRIP Code in this free-text field.
- Additional Marking Text: A free-text field for indicating other markings on the shipment.
- 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. Enter a TCN in this free-text field.
- 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. Enter the relevant value in this free-text field.
- Precious Metal Code: Select from the available precious metal codes list, if applicable.
- HAZMAT Code: A list containing four character alphanumeric values, describing the hazardous material, if applicable.
- Ship-To Address: This is the location to which the goods are requested to be delivered. This is the address detail of the Deliver-to location specified on the line and is view-only..

## Inspection Information region

The fields in this region enable you to define the specific inspection location for the items/goods being procured.

- **Inspection Responsibility:** This list identifies whose responsibility it is to inspect the items. This could either be carried out by the federal agency, the contractor or someone else. 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 Location:** This list identifies whether the location of inspection is a destination, source or other facility. The value of the field may be null as well. The value of this field is carried forward to all subsequent documents including receipt and invoice, if applicable.
- **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 free-text field is informational only.
- **Inspection Address:** After an item has been shipped, it must be inspected for missing parts/damage and ensure it is the correct item that was requested. The inspection address indicates the location where the inspection of the item is to take place. Enter the relevant inspection address details in this free-text field.

## Delivery region

- **Need-By Date:** Need-by Date is the contractual start date that the vendor must perform the services.
- **Period of Performance Start Date and 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.

**Note:** If a POP is entered, then a Need-by Date cannot be specified.

- **Requester:** The person who wishes to procure the items or services.
- **Deliver-To Location:** This is the location to which the supplier needs to deliver the items/services.
- **The Enter One-Time Address field** enables you to enter an address that is not available in the lookup values for the Deliver-to location. This address entry is



meant for this requisition only.

- The Deliver to Inventory checkbox, if selected, indicates that the items are to be delivered to Inventory.
- Subinventory: If the Deliver to Inventory checkbox is selected, you need to specify a subinventory.

## Billing region

The information in this region is related to Oracle Projects and Billing. Fields in this region are used to enter default values for all the lines in the requisition amendment. For more information, please refer to the *Oracle iProcurement Implementation and Administration Guide*.

## Notes and Attachments region

Add notes or attachments using this region. Notes are usually short texts that you need to communicate to suppliers. You can also attach documents in the line details by clicking the Add Attachments icon. The Add Attachment page displays, and you can add an attachment of type Desktop File/Text/URL or From Document Catalog to the requisition line. Enter the Attachment Summary Information and then define the attachment by selecting a File, URL or text to attach. Click Add Another if you wish to attach another document in addition to the one you have just attached. Click Apply to save your attachment to the checkout and return to the checkout process.

Click Apply to save your changes and proceed with the checkout.

## Cancelling Requisition Amendment Lines

Please note that requisition lines that are referenced in an award cannot be cancelled.

If a CLIN is cancelled, then all the SLINs associated with the CLIN is also cancelled. SLINs and option lines can be cancelled individually.

During the Amendment Checkout process, select one or more lines and click Cancel. The selected lines will get cancelled automatically.

## Requisition Amendments - Attachments

Use amendments to edit attachments at the header or line level. Edit the title, description, text (short text attachments), and attachment date. You can replace the original file with a new file using file-based attachments. All Header/ Line attachments copied from the original requisition can be deleted. In addition, you can add new header/line attachments to the amendment.

## Amendment History

If a requisition has been amended, the Amendment History link on the Requisitions details page (for a single requisition or amendment) will display as Yes and will be hyperlinked. Click on the Yes hyperlink to open the Amendment History page. The Amendment History page shows you the details of the requisition and amendment: Document Number, Description, Status, Creation Date, Approval Date. You can review the changes made to a requisition or amendment by clicking the Review Changes icon. Click on the Document Number hyperlink to view the requisition or amendment details. Click on the Update icon to update the amendments that have a status of Incomplete. For amendments with other statuses, the Update icon does not appear.

Clicking on the View All Changes icon opens the Amendment Comparison Result page. The Show Previous Amendment Changes region displays the previous values and the changed values of a given field in the amendment. The following information is displayed in the Amendment Comparison Result page:

- Header, Line and Distribution level fields that got changed in an amendment
- New Lines that have been added to the amendment
- Lines that got cancelled in the amendment
- New Distribution that was entered in the amendment

Click Export to save the comparison rows in an Office Excel comma separated values (.csv) file. Click Return to go back to the Amendment History page.

## Amendment Checkout: Approvals and Notes

Step 2 of the checkout process involves viewing and managing approvals and notes. View the sequence of approvers for your requisition amendment and enter a justification if you need to make any changes to the approval hierarchy. Optionally enter a note to the buyer.

You can attach documents during the checkout by clicking the Add Attachment button. The Add Attachment page displays, and you can add an attachment of type Desktop File/Text/URL or From Document Catalog. Enter the Attachment Summary Information and then define the attachment by selecting a File, URL or text to attach. Click Add Another if you wish to attach another document in addition to the one you have just attached. Click Apply to save your attachment to the checkout and return to the checkout process.

For more information on setting up approvals management, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

## Checkout: Review and Submit Requisition Amendment

Step 3 of the checkout process involves reviewing and submitting the requisition amendment for approval. A requisition amendment number is displayed at the top of the Checkout: Review and Submit Requisition Amendment page, along with the Total (with Options) of the Requisition lines and Total Without Options. The Total value of the requisition includes option line values. The Total Without Options value excludes the values of the option lines. For more information on Options, please refer to the Editing Requisition Amendment Lines, page 4-6 section in this chapter.

If you have attached any documents to the requisition amendment, the Requisition Attachments region displays a summary line of the attachments.

The Lines region displays all the lines that have been created as part of the requisition amendment. Click the Show link to display a few more requisition amendment details, including Billing Information. The Action column displays a value of Changed when the charge account details are modified. If you have added a charge account and GL Date as part of the amendment, the details will also display in the requisition amendment details region.

Click Submit to submit the requisition amendment for approval. You can continue to create further requisitions using the Continue Shopping button, which takes you back to the Stores tab.

When the requisition amendment is approved, the original requisition is updated with the amendment changes.

## Approving a Requisition Amendment

The following notifications are generated by the system when a requisition amendment is submitted for approval:

- **Requisition Amendment Notification to Approver:** When the requisition amendment is submitted for approval, a notification is sent to the approver(s) for their information and action. The amendment can be edited by the approver anytime prior to approval.
- **Requisition Amendment Approval Notification to Preparer:** When the requisition amendment gets approved by all the required approvers in the approval hierarchy, the preparer of the amendment is notified.
- **Requisition Amendment Approval Notification to Buyer and Sourcing User:** When the requisition amendment gets approved by all the required approvers in the approval hierarchy, and if the requisition lines are placed on solicitations or awards then appropriate sourcing users and buyers are notified. If none of the lines are placed on a solicitation or award, then this notification will not be sent. The content of the notification is the same as the notification content sent to the preparer.

## Requisition Amendment Notifications for Approvers

After you have entered the changes/updates to the amendment, you need to submit the amendment for approval. Though the Requisition Amendment Approval workflow provides a list of approvers that you need to route your amendment through, you can change the approval hierarchy and add new approvers by clicking the Manage Approvals button. The Manage Approvals page opens, and you can insert an approver/viewer, change an approver, delete an approver/viewer, or reset the approval list altogether.

Please refer to the Amendment History section, page 4-18 in this chapter to know how to view the original and amended requisition information.

Click Submit to submit an amendment for approval. You will be notified that the amendment has been submitted for approval to the named approvers, and you can return to the Stores page by clicking Continue Shopping.

As an approver, you will need to login to CLM iProcurement and open the notification that has been sent to you for approval. Use the Advanced Worklist link or the Notifications link to view your notifications from the requester / preparer of the requisition amendment. You can perform the following actions with respect to the notification:

- Approve the amendment
- Approve and Forward (to the next approver)
- Forward (to the next approver without approving)
- Reject the amendment
- Reassign to another user
- Request Information from other users or from the requester/preparer

The main region of the notification displays the requisition amendment details such as From, To, Requisition Total, Description etc. The Requisition Lines region displays the amendment lines information.

The Approval Sequence region displays the set of approvers to whom the notification will be sent. It also displays an approval history that shows the approver name and the actions they have taken with respect to the notification.

The Related Applications region enables you to edit the requisition amendment, or view the requisition in read-only mode.

Enter your response in the Response region. You can forward your response note to all employees and users or specific users.

After you have taken one of the above actions on the request for approving the amendment, the notification is removed from your list of Open notifications.

When you click Approve or Approve and Forward, a validation is carried out to see if any of the lines that were updated in the amendment have their corresponding purchase order with a status of Approved. If so, a warning message is displayed. You can ignore the warning message and proceed with the approval of the requisition amendment.

## **View Amendments from Purchasing Buyer Work Center**

The Requisitions > Amendments tab displays the requisition amendment lines that are updated in the amendment and are referenced in an award. Additionally, you can search for a requisition amendment, using one of the following search criteria: Requisition, Buyer and Order. Click Review and Implement in the Search Results region, this opens the Amendment Changes page and you can accept or reject the amendment changes. The Amendment History is displayed in the Amendment Changes page. For more information on implementing amendment changes in awards, please refer to Chapter 2 (Buyer Work Center) of the *Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide*.

For more information on implementing amendment changes in solicitation documents, please refer to *Oracle Contract Lifecycle Management for Public Sector Sourcing User Guide*.



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# Military Interdepartmental Purchase Requests (MIPR)

## Overview of MIPR

A Military Interdepartmental Purchase Request (MIPR) is used when one department within the DoD (or any non-DoD department) requests for goods or services that can be provided by another site / department (through an existing contract, for example). The MIPR provides funding information and a description of the goods and services required. The MIPR is created by the requesting agency, it is generated on the DD-448 standard form and send to the assisting agency.

When the MIPR is received, the assisting agency must formally accept or reject MIPR by completing DD448-2 form, Acceptance of MIPR form. Primarily the Acceptance of MIPR form has funding information, Reimbursement Order (Category I) or Direct Citation (Category II) based on which receiving/invoicing/payment processes are determined. The MIPR acceptance form is sent to the requesting agency.

The assisting agency determines whether to use the Reimbursement Order (Category I) or the Direct Citation (Category II) method of funding. With the Reimbursement Order (Category I), the assisting agency pay for the items up front and is then reimbursed by the requesting agency. With Direct Citation (Category II), the requesting agency provides the funds up front.

An example of where a MIPR might be used is when an enhancement/fix needs to be applied to a software/system that is implemented at multiple government agencies. While one agency may be overseeing the contracting services that are responsible for developing the fix, the agencies that will benefit from the enhancement provide a certain percentage of the funds to pay for the software enhancement. These funds are recorded in the form of a MIPR and sent to the overseeing agency. The overseeing agency then receives the MIPR in the contracting system.

### Funding Methods

There are two funding methods for a MIPR:

- **Reimbursement Order:** A MIPR is created by the requesting agency, which sends the DD-448 form (MIPR Form) to the assisting agency. The Assisting agency receives MIPR and reviews it. After the review, the assisting agency either accepts or rejects MIPR and sends the DD-448-2 form (MIPR Acceptance Form) to the requesting agency. Further procurement activities are carried out based on the funding category Reimbursement Order. After the MIPR is accepted, the assisting agency commits the purchase requisition (which is actually a MIPR Others with a MIPR Reference of the requesting agency) and obligates the award from its corpus of funds. Later, the assisting agency receives the items or sends the items directly to requesting agency, and makes the payments to the supplier. Finally, the assisting agency sends items to the requesting agency and gets the required reimbursement by providing an invoice that has the MIPR number as a reference.
- **Direct Citation:** A MIPR is created by the requesting agency, which sends the DD-448 form (MIPR Form) to the assisting agency. The Assisting agency receives MIPR and reviews it. After the review, the assisting agency either accepts or rejects MIPR and sends the DD-448-2 form (MIPR Acceptance Form) to the requesting agency. Further procurement activities are carried out based on the funding category Direct Citation. The assisting agency creates an award without obligation (funds). The assisting agency sends the award to supplier and the items are received either at the assisting agency or at the requesting agency location. The assisting agency informs the requesting agency about this award (in an offline process, outside the CLM system). Hence, the requesting agency obligates the award. After performing downstream activities (such as receiving, invoicing and payment), the requesting agency requests the assisting agency to close the award.

## Creating and using MIPRs

### Shopping Cart

MIPRs can be created using any appropriate CLM iProcurement responsibility. MIPRs are created in a manner similar to purchase requisitions.

MIPRs can be created for both catalog as well as non-catalog items. Add items to your shopping cart in the same way you would do for regular purchase requisitions and click Checkout. In the Shopping Cart page, below the line details region, you will see a checkbox – Military Interdepartmental Purchase Request. If you select this checkbox, you are indicating to the system that this purchase requisition is a MIPR. This checkbox is not enabled by default. When you select this checkbox, the MIPR Type list of values displays with 2 values – Military Interdepartmental Purchase Request – Others and Military Interdepartmental Purchase Request – Own (the same agency can play the role of requesting agency as well as assisting agency). Select Military Interdepartmental Purchase Request – Own when you wish to create a MIPR for your own agency (your agency is the requesting agency as well as the assisting agency). Select Military Interdepartmental Purchase Request – Others for incoming MIPRs from requesting



agencies, for which your agency is the assisting agency. If either of these values are selected (Military Interdepartmental Purchase Request – Own is the default value), the relevant MIPR information is displayed in the Requisition Information page and related pages.

The Checkout: Requisition Information page displays the MIPR related fields along with the purchase requisition information. After you have entered the Requisition Name and Date Prepared (the MIPR Type you selected in the Shopping Cart page displays in this page too), navigate to the Addresses region. You need to enter the addresses, including the MIPR related addresses, Invoice Office and Assisting Office. Enter a Location, an Address Code and a Contact for the Invoice Office and Assisting Office addresses and save your work.

The MIPR Information region enables you to enter MIPR specific details. Enter relevant data in the fields provided.

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

Use the field Reimbursable Agreement to enter the value for Reimbursable Agreement Number or Contract Number for the MIPR. This will flow down to award as well.

Control Symbol Number: optional text field.

Transportation Allotment: optional text field.

Signature: The values for this dropdown are: None, Proxy Signature, Signature.

Authorizing Officer: Use the LOV to select a person who will sign the DD-448 form.

Statutory Authority: This is a mandatory field. Enter the specific authority that is cited for making the acquisition.

The MIPR Acceptance region displays for all MIPR type MIPR – Others; however for the MIPR type MIPR – Own, the MIPR Acceptance region displays only if you have selected the MIPR Acceptance checkbox in the Setup: Purchasing Options page > CLM Options region.

Enter the relevant field values in the MIPR Acceptance Information region. The fields marked with an asterisk (\*) are required fields.

Click Edit Lines to open the Requisition Information: Edit Lines page. Click the Accounts tab and then click the Update button. The distribution details for the line display on the page. Click the Split Cost Allocation icon at the end of the line to view the ACRN details in the Charge Accounts tab or click the Charge Account link to view the ACRN details. You can enter an ACRN (Accounting Classification Reference Number). The ACRN along with the Appropriation and Limit/Subhead information gets printed in the DD-448 form. The ACRN can be entered by you or it can be system generated. Whether the ACRN is entered by you or is generated by the system, it should begin with AA and follow the numbering scheme cited in DFARS 204.7107 to include starting with A1-A9, B1-B9, etc., after ZZ. The letters I and O cannot be used in the ACRN number.

Each distribution (charge account) can be assigned one ACRN only. Each ACRN represents a given charge account within a single contract. For example, if the system assigns ACRN AA to charge account 112300023234YXZ, and if 112300023234YXZ happens to appear on multiple CLINs within the same contract, it will always be assigned to ACRN AA.

The Regenerate ACRN button enables you to allow 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 to the ACRN field are lost. This button is displayed only when the checkbox Enable MIPR is selected in the Setup: Purchasing Options page > CLM Controls region.

In addition, the Accounts tab also has a field called MIPR Obligation Type for each line of account. If the value of the MIPR Obligation Type field in the Checkout: Requisition Information page is Both, then you need to enter the MIPR Obligation Type value for each line.

Save your work and return to the Checkout: Requisition Information page by clicking Apply.

If all the remaining information (approvals etc) is entered in the MIPR, you can submit the MIPR for approval. MIPR–Own and MIPR–Others follow the same approval process as purchase requisitions.

For MIPRs that are of type MIPR–Own, click Submit to get the document approved by various approvers. Notifications are sent to the various approvers to inform them that they need to approve / reject the MIPR document. The MIPR Number is in the notification, making it easier for approvers to refer to. When all the approvers approve the document, the approval Status changes to Approved.

However this approved MIPR will not be available in Demand Workbench (thus you cannot create an award ). The approved MIPR–Own should have a status Approved, Acknowledged, which would make it eligible to show up in the Demand Workbench. In order to reach this status, (Approved, Acknowledged), the MIPR–Own needs to go through the MIPR acceptance acknowledgement action. The following sections describe how the MIPR–Own is accepted and acknowledged.

For MIPRs that are of type MIPR–Others, click Submit to get the document approved by various approvers. Notifications are sent to the various approvers to inform them that they need to approve / reject the MIPR document. The MIPR Number is in the notification, making it easier for approvers to refer to. When all the approvers approve the document, the approval status changes to Approved, Accepted. Other statuses can be Approved, Rejected; Approved, Rejected with Changes. These statuses are based on the MIPR Acceptance information. The approval status shows as Approved, Accepted only when MIPR Others with MIPR Acceptance status Accepted is selected.

Only MIPR–Others with a status of Approved, Accepted are eligible to be in displayed in the Demand Workbench. Thus you can also create an award from a MIPR–Others with a status Approved, Accepted.

## Requisitions page

The Requisitions page enables you to search for and view MIPRs of both types – MIPR-Own and MIPR-Others – along with other requisitions. Use the search criteria to search for MIPRs. The search results display a column called Requisition Type that shows you whether the purchase request is a MIPR-Own, MIPR-Others or a purchase requisition.

The Requisitions page also enables you to perform various actions, depending on which MIPR Type you select. The Actions list of values changes its values according to which requisition type you select using the Select radio button.

If you select a **MIPR-Own**, the following actions are available for you to use:

- **Acknowledge MIPR Acceptance:** Select an approved MIPR-Own to perform an acceptance acknowledgement. The Update MIPR Acceptance page displays on selecting this action. The page enables you to update relevant acceptance acknowledgement information such as MIPR Acceptance Status, MIPR Obligation Type, funds information, Authorizing Officer, etc. After entering the acceptance acknowledgement information, click Continue to go back to the Requisition: Edit Lines page where the Accounts tab is highlighted. The charge account and other accounting details for the MIPR-Own is displayed. Using this page, you can specify the MIPR Obligation Type for each line, provided you have selected the value Both in the main MIPR creation page. The value Both indicates that some MIPR-Own lines have an obligation type of Reimbursement Order and other MIPR-Own lines have an obligation type of Direct Citation. Therefore, it is important to specify the value of the MIPR Obligation Type for individual lines. If the Obligation Type is not Both, you need not continue to the next page because it is not required. Click Apply to return to the Update MIPR Acceptance page.
- **Cancel Requisition:** You can only cancel Approved requisitions. If you attempt to cancel an Incomplete requisition, an error message will display. Select Cancel Requisition to cancel a requisition and the Cancel Requisition: Select Lines page appears. You can choose to cancel the requisition in its entirety by clicking Cancel Entire Requisition. Otherwise, enter a reason for the cancellation and select a line or lines to cancel, and then click Continue. The Cancel Requisition: Review and Submit page displays, showing you the line details of the cancelled requisition. Click Submit to submit the requisition for cancellation, a confirmation page displays, with the cancellation confirmation details. View the status of the cancellation request(s) using the Requisition Status page. The value of the requisition will be changed to 0 (zero).
- **Change:** Click Change if you wish to make any changes to a MIPR that has been approved. You cannot change a MIPR that has a status of Incomplete.

When you initiate a change (amendment) to the MIPR, a warning message displays, asking if the changes due to the amendment are acceptable to the assisting agency. Click Yes to continue or No to return to the previous window.

If you initiate an amendment for a MIPR that has some quantity already received, you cannot amend the MIPR to a quantity less than the received quantity.

For more information on changing data on a MIPR, please refer to the chapter Requisition Amendments and this chapter.

- **Complete:** You can complete a requisition that has a status of Incomplete. Click on the Complete Button, the Shopping Cart page displays with the line items of the incomplete requisition. Click Checkout and you will be taken through the entire checkout process for the MIPR, including editing the lines and submitting for approval.
- **Copy to Cart:** The lines of the existing MIPR get copied to a new or in-use cart and you can proceed with the checkout process. Thus you can copy line items from one MIPR to another. This often serves as a shortcut to reorder frequently requested items.
- **Generate DD-448:** Select this action to generate the DD-448 form in PDF format. You can generate a DD-448 form for both draft and approved MIPRs, however, you can send a DD-448 only if the status of the MIPR is approved. If the DD-448 is generated, it is also stored in the system for later retrieval and viewing.
- **Send DD-448:** Select this action to send the DD-448 form to the assisting agency. The page that displays shows a region Send DD-448 with the details of the assisting agency as well as the person details of the assisting agency authorizing officer. You can view the DD-448 form before sending it, by clicking View DD-448. Click Send to send the DD-448 to the recipient in the assisting agency. A confirmation message displays, stating that the DD-448 has been sent successfully. Otherwise an error message displays, telling you why the sending of the DD-448 failed. You can resend the DD-448 in case of an error.
- **View DD-448:** If you have generated a DD-448, it is stored in the system and can be retrieved later for viewing. Select this action if you wish to view a DD-448 form.
- **View MIPR History:** View the actions taken on the MIPR using the View MIPR History action. The page that displays when you select the View MIPR History action shows you the action and action date along with the office address and contact details of the sender. Optionally, you can add notes to individual actions and save the notes. Click the Return link at the bottom of the page to go back to the Requisitions page.

### **Receiving DD-448 by the assisting agency**

The assisting agency receives the DD-448 as an email attachment /fax/print from the requesting agency contact. As the assisting agency contact, you need to check your email / fax / print to verify receipt of the DD-448 form from the requesting agency. To configure email to receive the DD-448, you need to perform some setup steps, the details of which are in the *Oracle Contract Lifecycle Management for Public Sector*

### *Implementation Guide.*

The Requisitions page also enables you to perform various actions, depending on which MIPR Type you select. The Actions list of values changes its values according to which requisition type you select using the Select radio button.

If you select a **MIPR-Others**, the following actions are available for you to use:

- **Change MIPR Acceptance:** Note that this action is different from the Change action, which is used to initiate amendments. Change MIPR Acceptance is a request to the requesting agency to initiate an amendment for an already accepted MIPR without incrementing the amendment number. Even though the MIPR-Others has been accepted by sending DD448-2 (MIPR Acceptance form), it still needs to be amended by the assisting agency. Select an approved MIPR-Others to perform a change MIPR acceptance. The Update MIPR Acceptance page displays on selecting this action. The page enables you to update relevant acceptance acknowledgement information such as MIPR Acceptance Status, MIPR Obligation Type, funds information, Authorizing Officer, etc. After entering the acceptance acknowledgement information, click Continue to go back to the Requisition: Edit Lines page where the Accounts tab is highlighted. The charge account and other accounting details for the MIPR-Others is displayed. Using this page, you can specify the MIPR Obligation Type for each line, provided you have selected the value Both in the main MIPR creation page. The value Both indicates that some MIPR-Others lines have an obligation type of Reimbursement Order (where the line of accounting belongs to the assisting agency) and other MIPR-Others lines have an obligation type of Direct Citation (an external value for line of accounting is used and the charge account for the assisting agency is a dummy value). Therefore, it is important to specify the value of the MIPR Obligation Type for individual lines. Click Apply to return to the Update MIPR Acceptance page. In the Update MIPR Acceptance page, click Return to go back to the Requisitions page.
- **Cancel Requisition:** You can only cancel Approved requisitions. If you attempt to cancel an Incomplete requisition, an error message will display. Select Cancel Requisition to cancel a requisition and the Cancel Requisition: Select Lines page appears. You can choose to cancel the requisition in its entirety by clicking Cancel Entire Requisition. Otherwise, enter a reason for the cancellation and select a line or lines to cancel, and then click Continue. The Cancel Requisition: Review and Submit page displays, showing you the line details of the cancelled requisition. Click Submit to submit the requisition for cancellation, a confirmation page displays, with the cancellation confirmation details. View the status of the cancellation request(s) using the Requisition Status page. The value of the requisition will be changed to 0 (zero).
- **Change:** Click Change if you wish to make any changes to a MIPR that has been approved. You cannot change a MIPR that has a status of Incomplete.

When you initiate a change (amendment) to the MIPR, a warning message displays, asking if the changes due to the amendment are acceptable to the assisting agency.

Click Yes to continue or No to return to the previous window.

If you initiate an amendment for a MIPR that has some quantity already received, you cannot amend the MIPR to a quantity less than the received quantity.

For more information on changing data on a MIPR, please refer to the chapter Requisition Amendments and this chapter.

- **Complete:** You can complete a requisition that has a status of Incomplete. Click on the Complete Button, the Shopping Cart page displays with the line items of the incomplete requisition. Click Checkout and you will be taken through the entire checkout process for the MIPR, including editing the lines and submitting for approval.
- **Copy to Cart:** The lines of the existing MIPR get copied to a new or in-use cart and you can proceed with the checkout process. Thus you can copy line items from one MIPR to another. This often serves as a shortcut to reorder frequently requested items.
- **Generate DD-448-2:** Select this action to generate the DD-448-2 form (MIPR Amendment Acceptance) in PDF format. You can generate a DD-448-2 form for both draft and approved MIPRs, however, you can send a DD-448-2 only if the status of the MIPR is Approved, Accepted. If the DD-448-2 is generated, it is also stored in the system for later retrieval and viewing.
- **Liquidate:** Use Liquidate to unreserve the funds in the MIPR. If there are funds remaining in the MIPR, and will not be used to fund other awards, these remaining funds can be liquidated. Liquidation, in effect, unreserves the funds in the MIPR only, and this does not affect the line amounts, distribution values etc. Click Liquidate to unreserve the funds. The system displays a message, confirming that the liquidation of funds has completed successfully. Note that you can unreserve the funds at the MIPR document level only, and not for individual lines within the MIPR.
- **Send DD-448-2:** Select this action to send the DD-448-2 form to the assisting agency. The page that displays shows a region Send DD-448-2 with the details of the assisting agency as well as the person details of the sender of the DD-448-2. You can view the DD-448-2 form before sending it, by clicking View DD-448-2. Click Send to send the DD-448-2 to the recipient in the assisting agency. A confirmation message displays, stating that the DD-448-2 has been sent successfully. Otherwise an error message displays, telling you why the sending of the DD-448-2 failed. You can resend the DD-448-2 in case of an error.
- **View DD-448-2:** If you have generated a DD-448-2, it is stored in the system and can be retrieved later for viewing. Select this action if you wish to view a DD-448-2 form.
- **View MIPR History:** View the actions taken on the MIPR using the View MIPR

History action. The page that displays when you select the View MIPR History action shows you the action code and action date along with the office address and contact details of the sender. Optionally, you can add notes to individual actions and save the notes. Click the Return link at the bottom of the page to go back to the Requisitions page.

The MIPRs thus completed are eligible to be available in the Demand Workbench of Buyer Work Center. Please note that the MIPR-Own should have a status of Approved, Acknowledged to be eligible for the Demand Workbench and the MIPR-Others should have a status of Approved, Accepted to be eligible for the Demand Workbench. In Demand Workbench, if you click the MIPR number hyperlink, the MIPR information displays in read-only mode in a new page. For more information on autocreating MIPR lines to awards, please refer to the Buyer Work Center chapter of the *Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide*.





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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 initiate 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.

## Using Post Award Requests

Click the Post Award Request tab and you will see two sub-tabs: Post Award Requests and Awards.

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 choose an action that you wish 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.

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 add more search criteria fields by selecting a value for the search criteria fields from the Add Another list of values. The 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 choose 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 enables you to search for awards, and perform other actions on the awards that appear in the search results region:

- **View Approval Workflow:** This action enables you to view the workflow activities that are associated with the award.
- **View Invoices:** View the invoices associated with the award.
- **View PDF:** View the award in PDF format.
- **View Payments:** View the payments associated with the award.
- **View Receipts:** View the receipts associated with the award.
- **View Contract File:** View the award in the Contract File hierarchy. The award is displayed in the Award / IDV folder in the left pane. The right pane displays the award details.
- **Create 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. For more information on creating a modification from post award requests, please refer to the *Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide*.

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:**

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, please refer to the Awards chapter (Lines

section) in the *Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide*.

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, etc., for the post award request as well. Click Show Only PAR Lines if you wish 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 (pencil) 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.

The post award request document displays the distributions created during the award creation. Please note that 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.

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, please refer to the Attachments section in the Awards chapter of the *Oracle Contract Lifecycle Management for Public Sector Purchasing User 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.

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# Receiving

## Overview of Receiving

A requester can create receipts against orders in Oracle CLM iProcurement. For an order to appear in the receiving module, it must have a receipt routing of Direct Delivery. (You cannot create receipts against orders with a receipt routing of Standard or Inspection.) Destination types of Expense, Inventory, and Outside Processing are supported. When a requester has selected one or more lines from an order to receive, they can enter Waybill, Packing Slip and Comment information. After submitting a receipt, a receipt confirmation number appears for reference purposes. Some key features of Receiving in Contract Lifecycle Management are:

### Express Receiving

Using the Express Receive functionality in receiving reduces the number of receipt pages from three to one. After entering a receipt quantity the requester clicks Express Receive to directly receive a receipt number. This process bypasses the packing slip, waybill, and receipt comments fields as well as the Receive Items: Review and Submit page.

### Blind Receiving

Some enterprises have a blind receiving process for their employees (especially in the case of direct goods in a manufacturing environment). With blind receiving, a requester creating a receipt does not see the quantity ordered, quantity already received, or the default receipt quantity. This forces the person creating the receipt to count the number of items received and then enter the receipt quantity into the Quantity Received field. The receiving date and receiving quantity tolerances are ignored when blind receiving is enabled.

### Receiving Intransit Shipments

Intransit shipments are a shipment of items from one inventory organization or supplier to a destination inventory warehouse. The goods associated with an advance shipping notice (ASN) might not yet have arrived at the destination warehouse.

### **Receiving upto the Funded Amount**

You can receive quantities upto the funded amount on the requisition. For example, if you have a requisition line with a funded amount of \$1000, you can only receive quantities of the item upto a value of the \$1000 and not more than that. This is applicable for partially funded lines.

### **Receiving Option Lines**

You can receive items against option lines provided the option lines have been exercised. If the exercised option line has been funded, you can receive quantities upto the funded amount only.

### **Informational Lines and Priced Lines**

Please note that Informational lines cannot be received, they are not priced lines.

Any priced line can be received even if it is a Not Separately Priced (NSP) line.

## **Receiving Items**

The Receiving > Receiving page enables you to carry out all desktop receiving activities. Search for your items using the Search LOV. Also use the Search LOV to find:

- Items to Receive
- Items to Return
- Receipts to Correct
- Receipts to View

Use the Search Attribute LOV to search by Requisition Number, Order Number or Supplier. Enter a Search Value and then click Go. For example, select Items to Receive using the Search LOV, select Find by Requisition Number using the Search Attribute LOV and enter a requisition number (for example: PR-10-001-0126) in the Search Value field and click Go.

The Receive Items: Select Items page opens, with the search criteria – Requester, Requisition Number, Supplier, Order Number, Shipment Number, and Items Due. Your search criteria values (for example: Requisition Number, will be defaulted in the search criteria fields. Click Go to search for the requisition / award to receive. The Receive Items: Select Items page also opens if you have clicked the Receive Items hyperlink at the top of the main Receiving page.

Select a Requisition using the Select checkbox. You can choose whether to use Express Receiving or the normal receiving process. Clear Changes unselects your selection of requisitions to receive.

Select a requisition and click Next to perform a normal receive. The Receive Items: Enter Receipt Information page displays, where you need to enter the following fields: Receipt Date, Waybill, Packing Slip, and Receipt Comments. Click Next to go to the



Receive Items: Review and Submit page that displays the Receipt Information and Received Item Details. If you need to change any of the details, click Back to return to the previous pages and make your corrections. Click Submit to confirm receipt of the items and obtain a receipt number from the system. The Receive Items: Confirmation Details page displays, showing you the Receipt Date, Receipt Number, Requisition Number, and other details.

Select a requisition and click Express Receive to perform express receiving. The entry of the Receipt Date, Waybill, Packing Slip and Receipt Comments are bypassed and the system automatically creates a receipt with the Receiving Date as today's date. After you click Express Receive, the Receive Items: Confirmation Details page displays the details of the newly created receipt.

**Note:** Alternatively, on the main Receiving page, you can use the Requisitions to Receive region to click the Express Receive icon against a listed requisition and perform an express receive.

## Return Items

An example: you received a quantity of 100 of Item A from a supplier. However your requesting organization requires a quantity of 80 only and will not accept more than 80. Therefore, you need to return a quantity of 20 to the supplier.

The Receiving main page provides a Return Items link for you to return goods to the supplier. Click on the Return Items link and the Return Items: Find Receipt page displays. Select from one or more of the following search criteria to search for a requisition for items to return: Receipt Created By, Items Received, Receipt, Requisition Number, Order Number, Supplier. After you have entered your search criteria, click Go. The required requisitions with their details will be displayed in the search results region.

Enter a return quantity in the Return Quantity field. You can return up to a maximum of the received quantity. Click Next to go to the Return Items: Enter Return Information page. In this page, enter a Reason, Return Material Authorization, and Comments on this page. Click Next to proceed to the Return Items: Review and Submit Return page. The return details are displayed on the page. Click Submit to record the return in the system and you will then see a Confirmation Details page that displays the confirmed return details. Click the Return to Receiving link to go back to the main Receiving page.

## Correct Receipts

The Correct Receipts pages enable you to make corrections in the received quantity. For example, you received a quantity of 100 of Item A from a supplier. However your receiving clerk entered 110 in the receipts page erroneously. You need to correct this quantity using the Correct Receipts page. Click on the Correct Receipts link in the main Receiving page, the Correct Receipts: Select Receipts page opens, and you can enter

your search criteria for retrieving the receipts you want to correct. After you have entered the search criteria, click Go. The search results display in the region below. Enter the corrected quantities in the Correct Quantity / Amount field. If you have entered a positive or negative correction, and the corrected quantity is above or below the quantity tolerances set by the system, you will get a warning message. You can choose to correct the quantity again so that it falls within the quantity tolerances, or you can click Continue to proceed with the correction. The Correct Receipts: Review and Submit page opens to display the correction details. Click Submit to confirm the corrections, the Confirmation Details page displays the correction information for your reference. Click the Return to Receiving link to go back to the main Receiving page.

## View Receipts

Click the View Receipts link in the main Receiving page to view receipt details along with returns, corrections, etc. The View Receipts page opens, enabling you to search for one or more receipts using various search criteria. The region below the search criteria displays the search results. The Receipts column in the search results displays all the Receipt Numbers as links. Click on any Receipt Number link and the Receipt Details page opens, showing you the Receipt Details and Transaction History regions. The Transaction History region tells you if the item has been received, corrected or returned, along with the transaction details.

Using the Receipt Details page, you can also correct quantities or return items by clicking the appropriate button. Click Done to return to the View Receipts page.

The View Receipts page also displays some of the received quantities as links. These quantities have been adjusted in some way and have an indicator displayed next to them. Click on a quantity link to open the Receipt Details page. The receipt information and the transaction history are displayed. Using the Receipt Details page, you can also correct quantities or return items by clicking the appropriate button. Click Done to return to the View Receipts page.

## Work Confirmation

Over the course of a complex work project, various pay items defined for the contract come due. To notify a buyer that a pay item needs to be processed for a completed unit of work, you can create a work confirmation. For more information on creating and using Work Confirmations, please refer to the *Oracle Contract Lifecycle Management for Public Sector iSupplier Portal User's Guide*. For more information on complex work orders, please refer to the *Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide*.

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## Reports

### Overview

The following seeded reports are available with 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).

### Print CLM Requisitions Report

The Print CLM Requisitions Report prints the details of each purchase requisition that you have specified. You need to enter a range of requisition numbers (From and To) that you wish to print.

### Report Submission

Using an appropriate CLM iProcurement responsibility, navigate to Reports > View Requests. In the Requests page, click Submit Request. The Schedule Request: Name page displays, select the New Request radiobutton and then search for the report name using the search LOV in the Program Name field. Search for the Print CLM Requisitions Report in the search LOV and ensure you have the appropriate Operating Unit and Language populated in the page. Click Next to proceed.

### Parameters

#### Requisition Number From

Enter the starting requisition number that you wish to print from. You can specify a single requisition or a sequence of requisition numbers.

#### Requisition Number To

Enter the last requisition number that you wish to print. You can specify a single requisition or a sequence of requisition numbers.

## Output

This report prints requisition details only for the requisition number sequence you specify.

Depending on the line type, contract type and cost constraints, the pricing details of the requisition are printed. The cost constraints, if any, are also printed. The funded amount is also calculated and printed in the report.

## Print CLM Requisition Amendments Report

The Print CLM Requisitions Report prints the details of each purchase requisition that you have specified. You need to enter a range of requisition numbers (From and To) that you wish to print.

## Report Submission

Using an appropriate CLM iProcurement responsibility, navigate to Reports > View Requests. In the Requests page, click Submit Request. The Schedule Request: Name page displays, select the New Request radio button and then search for the report name using the search LOV in the Program Name field. Search for the Print CLM Requisition Amendments Report in the search LOV and ensure you have the appropriate Operating Unit and Language populated in the page. Click Next to proceed.

## Parameters

### Amendment Number From

Enter the starting requisition amendment number that you wish to print from. You can specify a single requisition amendment or a sequence of requisition amendment numbers.

### Amendment Number To

Enter the last requisition amendment number that you wish to print. You can specify a single requisition amendment or a sequence of requisition amendment numbers.

## Output

The values on the report are printed as the data exists on the requisition amendment. The report displays the amended values, that is, the difference between the base value (From value) and the new value on the amendment (To value) are printed.

Depending on the line type, contract type and cost constraints, the pricing details of the requisition are printed. The cost constraints, if any, are also printed. The funded amount

is also calculated and printed in the report.



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## Pages and Navigation Paths

Use the CLM iProcurement responsibility.

### Legends

The following legends are indicative of the various objects that are used in the navigation paths:

- (H) – Hyperlink
- (T) – Tab
- (ST) – Sub-Tab
- (B) – Button
- (LOV) – List of Values
- (I) – Icon

### Shop

1. CLM iProcurement > (T) Shop

### Requisitions

1. CLM iProcurement > (T) Requisitions

### Stores

1. (T) Shop > (ST) Stores

## Preferences page

1. CLM iProcurement > (H) Preferences

## Search Stores

1. (T) Shop > (ST) Stores > (LOV) Search
2. Specify the search criteria and click (B) Go.

## Advanced Search

1. (T) Shop > (ST) Stores > (H) Advanced Search
2. Specify the criteria and click (B) Go.

## My Requisitions

1. (T) Shop > (ST) Stores > My Requisitions
2. Select the Requisition Number link.

## Copy Requisitions

1. (T) Shop > (ST) Stores > My Requisitions > (L) Copy
2. Click (I) Copy

## Add Items to Cart

1. Search for an item using the Store search.
2. The search results display in a page.
3. Click Add to Cart to add the item to your shopping cart.

## Cancel Requisitions

1. (T) Shop > (ST) Stores > My Requisitions



2. Select a requisition, the Requisition opens in a page, then click (B) Cancel Requisition.

## **Acquisition Plan**

1. Create or Amend a Requisition and checkout.
2. In the Sourcing Information Region, click (LOV) Acquisition Plan.
3. Search for an Acquisition Plan Display Name.
4. Select the Acquisition Plan name you to want to associate the Requisition with.
5. You will return to the Requisitions or Requisition Amendment page.

## **Requisition Amendment**

1. (T) Shop > (ST) Stores > My Requisitions
2. Select a requisition, the Requisition opens in a page, then click (B) Change.
3. Click Amendment Checkout button to process the amendment.  
OR
  1. Click (I) Change from My Requisitions region

## **View Amendment History**

1. Open a Requisition by clicking on the Requisition Number.
2. If Amendment History field has a value Yes that is hyperlinked, click (H) Yes.
3. The Amendment History page opens.

## **View Amendment Changes**

1. Open a Requisition by clicking on the Requisition Number.
2. If Amendment History field has a value Yes that is hyperlinked, click (H) Yes.
3. The Amendment History page opens.
4. Click (I) Review Changes to view the changes for a particular document.

5. Click (B) View All Changes to see all the changes made to all the documents.

## View Requisitions

1. (T) Requisitions > (ST) Requisitions > View

## View Requisition Line Details

1. (T) Requisitions > (ST) Requisitions > View
2. Scroll down to the Details region, the line summary information displays.
3. Click (I) Details to view line details.

## Requisition Search

1. (T) Requisitions > (ST) Requisitions > (B) Search

## My Notifications

1. (T) Shop > (ST) Stores > My Notifications

Or:

1. (T) Requisitions > (ST) Notifications

## View Notifications

1. (T) Shop > (ST) Stores > My Notifications > View
2. (T) Requisitions > (ST) Notifications

## Viewing Notifications using seeded views

1. (T) Shop > (ST) Stores > My Notifications. Click (B) Full List.
2. Select a seeded view from the View LOV and click (B) Go.
  - All Notifications
  - Open Notifications

- FYI Notifications
- Notifications from Me
- To Do Notifications

## Open a Notification

1. (T) Requisitions > (ST) Notifications
2. Select a notification.
3. Click (B) Open.

## Shopping Lists

1. (T) Shop > (ST) Shopping Lists

## View Shopping List: Personal Favorites

1. (T) Shop > (ST) Shopping Lists
2. Select a value from Select List LOV

## Non-Catalog Request

1. (T) Shop > (ST) Non-Catalog Request

## Receiving

1. CLM iProcurement > (T) Receiving

## Search

1. (T) Receiving > Search
2. Select any one/all of the following search options:
  - Search LOV - Items to Receive, Items to Return, Receipts to Correct, Receipts to View

- Search Attribute LOV - Find By Award Number, Find By Requisition Number, Find By Supplier
  - Search Value - this is a free-text field
3. Click (B) Go.

## Receive Items

1. (T) Receiving > (H) Receive Items

Or:

1. Navigate to the Receiving Process region at the right of the page.
2. Click (H) Receive Items.

## Correct Receipts

1. (T) Receiving > (H) Receive Items

Or:

1. Navigate to the Receiving Process region at the right of the page.
2. Click (H) Correct Receipts.

## Return Items

1. (T) Receiving > (H) Return Items

Or:

1. Navigate to the Receiving Process region at the right of the page.
2. Click (H) Return Items..

## View Receipts

1. (T) Receiving > (H) View Receipts

Or:

1. Navigate to the Receiving Process region at the right of the page.

2. Click (H) View Receipts.

## Requisitions to Receive

1. (T) Receiving > Requisitions to Receive.
2. Click a requisition.

## My Receipts at a Glance

1. (T) Receiving > My Receipts at a Glance.
2. Click Full List to enter a search criteria and select receipt details.
3. In the Receiving page, click View Receipts to view recent receipt details.

## Work Confirmations

1. (T) Receiving > (ST) Work Confirmations
2. Please refer to the *Oracle Contract Lifecycle Management for Public Sector iSupplier Portal User Guide* for more information on Work Confirmations.



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

### Header Numbering

Header Numbering is applied to CLM documents with their amendments/modifications. CLM supports agency defined document number structures as well as those defined by regulation such as the DFARS.

Some basic guidelines that govern CLM document header numbering are:

- A numbering format such as DoDAAC-Fiscal Year-Instrument Type-Serial Number consists of a structure that contains the following elements:
  - DoDACC is a 6-digit alphanumeric value that identifies an agency and is associated to a user. Users may have more than one DoDACC values associated to them.
  - Fiscal Year represents the current government fiscal year as a 2-digit numeric value.

- Instrument Type is a 1-character uppercase alphabet.
- Serial Number is a 4-digit alphanumeric sequential counter that is generated based upon the DoDAAC, Fiscal Year, and Instrument Type unique combination. Serial numbers range from 0001 – 9999. When the serial numbers 0001 - 9999 are exhausted, the system continues with 00AA-99ZZ. The characters I and O are not used in the serial number generation. A lower and upper limit of a serial range such as 4000 – 8999 can be selected in order to generate the serial number within the limits defined by the range.
- You can select the ranges for generating the serial number. This is available via the Edit Document Number popup in the CLM documents page.
- A 4-digit number is used to define draft or final modifications using the serial range of 0001-9999.
- In an operating unit, for a particular CLM document type/style, there can be only one numbering structure active at a time, even though multiple numbering structures can be defined. CLM Document Types are used to define numbering structures for solicitations, CLM Document Styles are used to define numbering structures for awards and IDVs.

Some numbering structures for CLM documents are listed below. Please note that numbering structures vary from agency to agency. Given below is a sample set of numbering structures:

CLM Document	Header Numbering Structure	Example
Purchase Requisition	Prefix-Fiscal Year-Agency Identifier- Serial Number	PR-10-CDC-12345
Solicitation	DoDACC-Fiscal Year-Instrument Type-Serial Number	MAS123-10-Q-0001
Award	DoDACC-Fiscal Year-Instrument Type-Serial Number	MAS128-10-C-0001
IDV	DoDACC-Fiscal Year-Instrument Type-Serial Number	MAS123-10-C-1234



CLM Document	Header Numbering Structure	Example
Order Referencing IDV	DoDACC-Fiscal Year-Instrument Type-Serial Number-Order Referencing IDV Number	MAS123-10-C-1234-0001
Requisition Amendment	Prefix-Fiscal Year-Agency Identifier- Serial Number-Amendment Number	PR-10-CDC-12345-0001
Solicitation Amendment	DoDACC-Fiscal Year-Instrument Type-Serial Number-Amendment Number	MAS123-10-Q-0001-0001
Modification for Award	PIIN-Control Number-Serial Number-Modification Type-Modification Code-Second Character	MAS128-10-C-0001-C0001
Modification for IDV	PIIN-Control Number-Serial Number-Modification Type-Modification Code-Second Character	MAS128-10-C-0001-C0001

**Note:** When amendments or modifications to the main document are numbered, they generally follow the format: Base Document Number + Suffix (Serial Number).

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 checkbox at the line level.

The possible combinations of CLIN/SLIN lines that are used in CLM are as follows:

- Priced CLIN with funding information and Informational SLINs without funding information.
- Informational CLIN with Priced SLINS that have funding information
- Priced CLIN with no funding information and Informational SLINs with funding information. (The SLINs in this case would have the multiple funding information each at individual SLIN level.)

**Note:** Priced CLINs may not have Priced SLINs and funding may not exist at both levels..

Shipments are not available for any informational line (funded or not funded). Informational lines will have distributions only if they are funded. They will not have distributions if they are not funded.

Users can copy the CLIN/SLIN structure completely to a new CLIN/SLIN structure. The Copy functionality is available across all purchasing documents. When a Sub-line is selected and copied, it gets created as a new SLIN in the document, always under the same parent CLIN.

## Numbering CLINs and SLINs

DFARS Subpart 204.71, outlines the numbering procedure for CLINs and SLINs.

The following guidelines govern CLIN numbering:

- CLIN numbers are always 4 digit numeric values that fall in the range 0001-9999. Duplicate numbers are not supported and an error message displays if a duplicate number is found. Default CLIN numbers are editable.
- When you add new lines to the existing draft document, the system assigns the least available sequential numbering. For example: A document contains CLINs 0001, 0002, 0003, 1001, 2001, and 3000. When a new CLIN is added, the system allocates the first available number 0004 (smallest in value / magnitude) from the range of 0001-9999.
- If the least available number in the range of 0001-9999 is greater than 9999, a new line number is not created, instead an error message displays: Line numbers are exhausted. No new lines can be created.
- You can edit CLIN numbers only when the document has a status of Incomplete or

Draft. When the document is submitted for approval or approved, the CLIN numbers are not updateable and cannot be changed in any way.

- The CLIN number is a mandatory field if the user needs to enter and save any other line information.

The following guidelines govern SLIN numbering:

- SLINS are lines that use a 6-character numbering format – numeric or alphanumeric. The first 4 digits of the SLINs are populated with the parent CLIN number. The next 2 digits are automatically generated, based on whether the SLIN is a Priced sub-line or an Informational sub-line. SLIN numbers cannot be updated by users.
- The Parent Line Number column (this is a hidden column) for the SLINs is populated with the CLIN number.
- If the SLIN is Informational, the following number generation rules apply:
  - Informational SLINs have the last 2 digits numeric values in the range 01-99.
  - You first need to populate the four digit CLIN numbers and then concatenate the least available serial number from the range of 01-99 to generate the Informational SLIN number. The number do not have any gaps/separators. For example: Using CLIN 0005, and then adding the first informational SLIN generates the SLIN number as 000501.
- If the SLIN is Priced, the following number generation guidelines apply:
  - For Priced SLINs, the last 2 digits are always alphabetical values ranging from AA to ZZ (except the alphabets I and O which are not used in number generation at all).
  - While adding a Priced SLIN, the number that is lowest in value in the series from AA to ZZ (except I & O) is derived and the number is generated.
  - Adding a Priced SLIN to a CLIN creates the SLIN number by appending AA to the CLIN number. For example, if the CLIN number is 0008, the SLIN is 0008AA.
  - Another example: CLIN # 0008 has 8 existing SLINs that are Priced SLINs. These existing SLINs would have the numbers of 0008AA to 0008AH. The newly created ninth SLIN would have the number of 0008AJ (Notice that 'AI' is not generated).

Some examples for Informational and Priced SLIN number generation are below:

Example 1: SLIN Number for Informational SLIN lines are 4 digit numeric codes (populated from the CLIN), followed by numeric code for 5th & 6th digits. The 5th and

6th digits are from 01 through 99. For CLIN # 0008, if there are informational SLINs, then the numbering is: 000801, 000802, 000803.....000810, 000811.....000899.

Example 2: SLIN Number for Priced SLIN lines are 4-digit numeric codes (populated from the CLIN), followed by an alphabetic code. The alphabetic code for the 5th & 6th digits should NOT include the alphabets O or I. For CLIN # 0008, if there are priced SLINs, then the numbering is: 0008AA, 0008AB.....0008AH, 0008AJ....0008AN, 0008AP .....0008AZ, 0008BA.....0008HZ, 0008JA.....0008NZ, 0008PA.....0008ZZ.

## **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 etc.) 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 choose to create an option line on a CLM document that you intend to exercise at a future point in time. Instead of modifying the source document to add the line at a future date, you can enter the anticipated options on the original award. For example, 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, please refer to the section Numbering CLINs and SLINs. An Option Line can be Priced or Informational. An Option Line cannot have any further option lines associated to it.

The line structure of a CLM document has the following fields that store and display Options-related information:

- Option Indicator
- Base Line Number
- Option Number
- Option From Date
- Option To Date

In addition, two fields - Exercised Flag and Exercised Date are available in the Award and IDV document lines. Use Modifications to exercise an Option Line. When an Option Line has been exercised, the items/services can be received in the Receiving module. Then the line can be invoiced as well. For an IDV, the Option Line can be ordered off only after it is exercised using the Modification document.

**Note:** Option Lines do not have funds, that is, they are not funded lines. Funds can be added to Options Lines only concurrently with or after the Option Lines are exercised. The value of the field Funded Value is set to 0 for an Option Line that is present in a Purchase Requisition or an Award.

Apart from the fields that store and display Option-related information at the line level, the CLM document header contains two Option-related fields: Total Cost Including Options and Total Cost Excluding Options.

The Total Cost Including Options is the system calculated value of the total amount of all line items on the Award. The Total Cost Excluding Options is the system calculated value of total amount of all line items on the Award that are not marked as Options.

To create an Option Line, please keep the following considerations in mind:

If you need to enter/add/create a new line, use the Create Option button, indicated by a colored + icon, that shows on the CLM documents page in the Lines region by default.

Create an Option Line by clicking Create Option from a source line. In turn, a new line is directly copied from the source line by the system, however the new line is editable and is treated as a separate line. The source line now becomes a Base Line.

The Create Option button is displayed for all lines that are not Option lines.

You can also start by creating a regular line, and then enabling the Option checkbox to convert the regular line into an Option line. Selecting the Option checkbox 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, choose 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 (trashcan icon) button. This might re-order the existing Option Numbers if the deleted option number is less than the greatest option number for this Base Line. For example, there are 3 option lines attached to the same base line. If the user deletes the Option Line No.2, then Option Line No.3 is renumbered to Option Line No.2.

If 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 choose to 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 choose whether you wish to apply the Base Line changes to the associated Option Lines. The options to choose 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, please refer to the CLIN/SLIN section.

The Type field enables you to specify a line type – broadly classified as Quantity Based or Amount Based. Selecting a line type from the Type LOV is a factor in determining how the total amount will be calculated for the item/service that the agency wishes to procure. If the Type selected is Quantity Based, then the Item/Job field is enabled and on choosing an item/job, the Description field is automatically populated or you can choose to enter a Description. If the Type selected is Amount Based, then the Item/Job field is disabled and on choosing a service, the user needs to enter a Description.

The Contract Type LOV contains all the Contract Types that can be used for that Line Type. FAR part 16 defines the Contract Types. The various Contract Types that are seeded in CLM are:

- Firm Fixed Price (FFP)
- Fixed Price Level of Effort (FP-LOE)
- Fixed Price Economic Price Adjustment (FP-EPA)
- Fixed Price Incentive (Firm Target) (FPI-FIRM)
- Fixed Price Incentive (Successive Targets) (FPI-SUC)
- Fixed Price Prospective Price Redetermination (FP-PPR)
- Fixed Ceiling Price Retro-price Redetermination (FCP-RPR)
- Fixed Price Award Fee (FPAF)
- Cost Contract (COST)
- Cost Plus Fixed Fee (CPFF)
- Cost Plus Award Fee (CPAF)
- Cost Sharing (CS)
- Cost Plus Incentive Fee (CPIF)
- Labor Hour (LH)
- Time and Materials (T&M)
- Other Direct Costs (ODC)

If you select Quantity Based Line Types, the LOV for the Contract Type displays only those Contract Types that do not depend on any pricing attribute other than Quantity and Unit Price for the price calculation. The Quantity Based Contract Types that can be used are:

- Firm Fixed Price (FFP)
- Fixed Price Level of Effort (FP-LOE)
- Fixed Price Economic Price Adjustment (FP-EPA)
- Fixed Price Prospective Price Redetermination (FP-PPR)
- Fixed Ceiling Price Retro-price Redetermination (FCP-RPR)
- Fixed Price Award Fee (FPAF)



- Labor Hour (LH)
- Time and Materials (T&M)

If you select an Amount Based Line Type, all the Contract Types are displayed in the Contract Types LOV.

A Cost Constraint is an indicator at CLIN/SLIN level that controls the pricing or the document printing behavior for that CLIN/SLIN.

The following are seeded cost constraints in CLM:

- Not Separately Priced (NSP)
- No Charge
- To Be Negotiated (TBN)
- Estimated (EST)
- Not to Exceed (NTE)
- Fabrication Cost
- Catalog

The Cost Constraint field may have one of the following values:

The following cost constraint indicators are displayed in place of the CLIN price and the dollar sign (\$) in the printed output only. The line item value is set to zero (\$0) for calculation purposes. Lines containing these cost constraints are priced lines.

- Not Separately Priced (NSP): This cost constraint enables you to indicate that the price for a line item/service is included in the price of other line items/services. CDRL lines are often NSP; regular lines can have this constraint as well, for example, a line describing a monitor that is included in the price of a PC that is priced separately on another line.
- No Charge: Identifies an item/service that has a price associated to it; however the vendor does not charge for it. An example for No Charge cost constraint is shipping and handling charges on a catalog item purchase.

The following cost constraint indicator is displayed in place of the CLIN price and the dollar sign (\$) in the printed output only. The line item/service value will be retained in the system for calculation purposes, however it will not be printed.

- To Be Negotiated (TBN): Line items that have not been priced and will be priced at a later time or a future date. This is used in letter contracts, contract modifications, and option lines.

The following cost constraint indicators are displayed in addition to the CLIN price and

the dollar sign (\$). These are only descriptors for the price. For example, if Estimated is selected, the printed output displays EST \$100 for a \$100 line marked with a cost constraint of Estimated.

- Estimated: Used when the exact quantity of supplies or services is not known, such as a Requirements type contract or a Labor Hour/T&M services contract.
- Not to Exceed (NTE): Used when the exact quantity of supplies or services is not known and the government wishes to set a ceiling on the maximum value, such as in a Labor Hour/Time and Materials services contract.
- Fabrication Cost: Used in a major system/supply contract to indicate the price for only fabricating or assembling the system not including the incorporated Government Furnished Materials (GFM).
- Catalog: Used to identify that the price is based on the vendor's catalog pricing.

Some guidelines that apply to seeded printing logic for the pricing information based on the Cost Constraints:

If the Cost Constraint is Not Separately Priced (NSP), No Charge, or To Be Negotiated (TBN), then the Total Line Amount value (e.g. Extended Price) should not print. In place of the Total Line Amount value, NSP, No Charge or TBN should print based on the selected Cost Constraint.

If the Cost Constraint is Estimated (EST), Not to Exceed (NTE), Fabrication Cost, or Catalog, then the cost constraint should precede the line total amount value during printing. For example, if the Estimated is selected, the printed output could display EST \$100 for a \$100 line marked with a cost constraint of Estimated.

Indefinite Delivery Contracts (IDCs) are contracts for supplies and/or services that do not procure or specify a firm quantity of supplies (other than a minimum or maximum quantity) and that provide for the issuance of orders for the delivery of supplies during the period of the contract. The values for IDC Type are: Not Applicable, Definite Quantity, Indefinite Quantity, Requirements. Most solicitations will be Not Applicable, implying that the quantity is known at the time of solicitation and award. Other solicitations may be identified as Definite Quantity, Indefinite Quantity, or Requirements contracts. The combination of IDC type and the contract type determines the pricing calculation for the lines.

IDC Types are applicable only to Solicitations (where the outcome document is an IDV) and IDVs (and not on Purchase Requisitions and Awards).

Award Fee is a flag that indicates whether the line has an associated Award Fee (in a separate line) or not.

**Amount Calculation for seeded Contract Types**

Serial No.	Contract Type	Formula	Pricing Attributes
1.	Firm Fixed Price (FFP)	Extended Price = Quantity*Unit Price	
2.	Fixed Price Level of Effort (FP-LOE)	Extended Price = Quantity*Unit Price	
3.	Fixed-Price Economic Price Adjustment (FP-EPA)	Extended Price = Quantity*Unit Price	
4.	Fixed-Price Prospective Price Redetermination (FP-PPR)	Extended Price = Quantity*Unit Price	
5.	Fixed Ceiling Price – Retro Price Redetermination (FCP-RPR)	Extended Price = Quantity*Unit Price	
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:** Please note the Retroactive Pricing and Pricing Transparency features are not supported in CLM.

## Funding

In certain situations, federal agencies are allowed to direct a vendor to begin work

without full available funding. The relevant procedures are found in FAR 32.7 and DFARS 232.7. One common situation is an award for continuing services where new funding is not yet available during a new fiscal year.

The primary purpose of tracking funds is to avoid overspending against a budget. Funds tracking can also be used to predict cash outflow and as a general planning tool. You can enter funding information on CLM documents such as purchase requisitions and awards and their amendments/modifications. This information is entered in the distributions tab for an award and in the accounts tab for purchase requisitions.

**Note:** You cannot enter funding information on IDVs. Options lines can be funded only when they are exercised.

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

- **Partial Funded Flag** – indicates if a shipment is partially funded or not. If the Partial Funded checkbox is selected, the Funded Value field is enabled. If the Partial Funded checkbox is not selected, the Funded Value field is not enabled. By default, this checkbox is unselected and the Funded Value gets defaulted with shipment amount. However, users can fully fund the document even when the Partial Funded flag is checked. If the Partial Funded flag is unselected, and the Funded Value is less than the shipment amount, an error message displays.
- **Funded Value** – enter and save the Funded Value for each distribution in functional currency. Funded Value is an updateable field provided the Partial Funded checkbox is not selected. The Funded Value cannot be greater than the shipment amount for a distribution. Funded value cannot be negative. In case users do enter a Funded Value that is greater than the shipment amount or a negative amount, an error message displays.
- **Quantity Funded** – Quantity funded for each distribution and displayed only for Quantity Based lines. The Quantity Funded field is non updateable by the user and is calculated by the system based on the Funded Value. The value of the Quantity Ordered is defaulted to the Quantity Funded field. Quantity Funded gets overwritten if users modify the Funded Value.
- **Amount Funded** – Amount funded in document currency for Amount Based shipments only. The Amount Funded field is not updateable by users and is calculated by the system based on the Funded Value. The value of the Amount Ordered field is defaulted to the Amount Funded field. Amount Funded gets overwritten if users modify the Funded Value.

In Receiving, you cannot receive more than the Funded Value against a Quantity Funded or Amount Funded value. If the line is fully funded, the Receiving module receives 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).

When the Partial Funded Flag is checked, the Funded Value on the amendment/modification is also available for update in the PR Amendment/Modification pages. The increase/decrease in funds for each distribution is captured during the approval of the document approval and funds are reserved/liquidated accordingly.

Requisition Amendment/Modification enables users to modify funded value for each distribution on the approved purchase request. Along with Funded Value (in functional currency), Quantity Funded is displayed for Quantity based Lines or Amount Funded (in document currency) for Amount based Lines.

If you deselect the Partial Funded checkbox, a check is carried out to see if the Funded Value is equal to the total line amount, if not, an error message is displayed.

You cannot modify the Charge Accounts on the existing Distributions via the PR amendment page or the Modifications page. In case the charge accounts on a distribution need to be deleted, reset the Funded Value on the distribution to 0 (zero) and then create a new distribution with the new accounts.

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

When the Partial Funded checkbox is selected, the Encumbrance is created for the increased or decreased funded value while approving the Purchase Requisition,

Requisition Amendment, Award, or Modification. Funds are encumbered in a period as per the GL Date entered while creating the CLM document.

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

For more information on integration with Public Sector Accounting, please refer to the following guides:

*Oracle Subledger Accounting Implementation Guide* and *Oracle Public Sector Financials User Guide*.



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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 checkbox Copy CLINs with associated SLINs is selected, CLIN/SLIN structures can be copied. When you wish to create a copy of an existing CLIN-SLIN structure, select the CLIN of the structure and click Copy and select the checkbox Copy CLINs with associated SLINs. Please note that 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 checkbox 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

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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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# Glossary

## **Abbreviated Classification**

A one or two letter representation of the Classification, i.e. C, S, TS, and U.

## **Abstract of Offers**

The record of all bids received on a sealed bid solicitation or in response to a negotiation solicitation. Data similar to SF 1409 or SF 1410.

## **Accounting Classification Reference Number (ACRN)**

A two position alpha or alpha/numeric control code used as a method of relating the accounting classification citation to detailed line item information contained in the schedule of a contract.

## **Acquisition Action Request (AAR)**

A formal and official request, in either electronic or hard-copy form, from a requiring entity to an acquisition office for the procurement of supplies or services or for the modification of a request submitted previously.

## **Address Type**

A designation of government office such as: Additional POC, Contracting Officer's Representative (COTR), Administration Office (Admin), Invoice Office, Issuing Office, Delivery Office, Property Office, Order Office, Payment Office, Request Office, Technical Office, Place of Performance, and Small Business Administration Office.

## **Administration Contracting Office (ACO)**

The Administration Contracting Office (ACO) is the office that is responsible for administering contracts.

## **Administrative Change**

A contract modification that does not affect the substantive rights of the parties (e.g., a change in the paying office or the appropriation data).

**Agreement**

Term used to describe the following types of agreements: Basic Agreements, Basic Ordering Agreements, and Blanket Purchase Agreements.

**Amendment**

A procurement vehicle created for the purpose of adding, changing, or deleting data on a processed Purchase Request or Solicitation.

**Amendment Control Number**

A unique temporary supplemental PIIN that is assigned to the unreleased Solicitation Amendment at the time of creation, for tracking purposes.

**A-Modification**

A modification issued by the contract administration/management office.

**Announcement**

Pre-award and Post-award notices designed to give vendors information on specific procurements.

**Archiving**

The process of removing transactions from the production database upon the expiration of the staging period. This process is separate from the award closeout process.

**Attachment**

Official documents associated to a contract file. Attachments are a part of the official contract document. In a UCF award document, attachments are listed in Section J.

**Audit**

Report resulting from a Price/Cost Evaluation of a Contractor's Proposal.

**Authenticated CAR Header**

Status describing a CAR that has been validated on the FPDS-NG web site, with no errors returned except for the Date Signed.

**Award**

An award is a procurement instrument that serves as a legally binding document between the government and a vendor. This includes: Contracts, Purchase Orders, Agreements, Orders, and Modifications.

**Award Administrator**

A user responsible for creating modifications to and orders off of an Award.

**Award Date**

Contracting Officer's signature date on the award document.

**Award Fee**

An award amount that the contractor may earn in whole or in part during performance and that is sufficient to provide motivation for excellence in such areas as quality, timeliness, technical ingenuity, and cost-effective management and can be applied to any contract type in accordance with DFARS 216.470.

**Award Type**

Award Type is equivalent to Form Type (e.g. SF-1449, DD-1155)

**Base Fee**

The set fee that a contractor will earn for performance of a Cost Plus Award Fee (CPAF) contract in addition to any Award Fee. The base fee is fixed at contract award.

**Base Line Item**

A line item that is not an option line item.

**Basic Agreement (BA)**

A written instrument of understanding, negotiated between an agency or contracting activity and a contractor that contains contract clauses applying to future contracts between the parties during its term and contemplates separate future contracts that will incorporate by reference or attachment the required and applicable clauses agreed upon in the basic agreement. A basic agreement is not a contract.

**Basic Ordering Agreement (BOA)**

A written instrument of understanding, negotiated between an agency or contracting activity and a contractor to be used in future work. Terms and Conditions include such areas as a description of the supplies and/or services to be provided, and methods for issuing, pricing, and delivering future orders.

**Bilateral Action**

An Award/Award Modification that requires the contractor's signature prior to the signature of the contracting officer.

**Blanket Purchase Agreement (BPA)**

A simplified method of filling anticipated repetitive needs for supplies or services by establishing charge accounts with qualified sources of supply.

**Commercial and Government Entity (CAGE)**

A CAGE Code is a five (5) position code that identifies companies doing, or wishing to do, business with the Federal Government. Foreign vendors use a NCAGE Code in lieu of a standard CAGE code. The code is used to support a variety of mechanized systems throughout the government. The code provides for a standardized method of identifying a given facility at a specific location.

**Cancellation**

The cancellation of a requirement in the pre-award phase of the procurement process, or post award phase for Purchase Orders where performance has not started and no cost to the government has yet occurred. Cancellations are either full or partial. Full no cost cancellation applies to an entire Purchase Order. Partial no cost cancellation refers to the Purchase Order but apply to line item(s). (For Example: Line Item 0001 with a quantity of 100 may be cancelled fully at no cost, but Line Item 0002 not cancelled).

**Contract Data Requirements List (CDRL)**

The standard format for identifying potential data requirements in a solicitation and deliverable data requirements in a contract.

The DD Form 1423, Contract Data Requirements List, is always an exhibit, rather than an attachment. Each CDRL item is an ELIN.

**Contracting Officer (KO)**

A Contracting Officer is an official with the authority to obligate money for the federal government. The Contracting Officer uses the bulk of the processes and features within the federal system and his/her duties include issuing solicitations, awards, modifications and orders. This individual is also authorized by virtue of position or by appointment to perform the functions assigned by the Federal Acquisition Regulations.

**Ceiling Percent**

The percentage of Ceiling Price to Target Cost in a Fixed Price Incentive (FPI) contract.  
 $\text{Ceiling \%} = \text{Ceiling Price} / \text{Target Cost}$ .

**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.

**Central Contracting Registry (CCR)**

The Central Contracting Registry (CCR) is a central database containing basic business



information where all vendors wishing to do business with the federal government under a FAR-based contract must be registered before being awarded a contract.

**Classification**

A marking that indicates the sensitivity level of a classified page, document, or item, such as Confidential, Secret, Top Secret, or Unclassified. These Markings display 1/3 larger than the rest of the text in printed output.

**Classification Block**

A set of markings that include Classified By, Reason, and Declassify On information.

**Classification Reason**

A concise justification for classification by the original classifier which, at a minimum cites the applicable classification categories in section 1.5 of E.O. 12958 (From DoD Guide to Marking Classified Documents, April 1997) as the basis for classification.

**Contract Line Item Number (CLIN)**

Contract Line Item Number

**Closed-out**

The term used to describe an award that is physically complete and has gone through the procurement closeout process. A closed transaction may or may not be fully liquidated.

**Codeword**

An unassociated "word" assigned by program management to represent a DoD project.

**Confirming Order**

An Order confirming a previously issued verbal order.

**Conform**

Confirming a solicitation or amendment.

**Conformed Copy**

A system-generated representation of the Purchase Request, Solicitation or Award document reflective of the latest processed Amendment or Modification to be used for reference purposes.

**Contract Type**

A selection of pricing structures available to the Government when procuring items. Contract types vary according to (1) The degree and timing of the responsibility assumed by the contractor for the costs of performance; and (2) The amount and nature

of the profit incentive offered to the contractor for achieving or exceeding specified standards or goals. The contract types are grouped into two broad categories: fixed-price contracts and cost-reimbursement contracts. The specific contract types range from firm-fixed-price, in which the contractor has full responsibility for the performance costs and resulting profit (or loss), to cost-plus-fixed-fee, in which the contractor has minimal responsibility for the performance costs and the negotiated fee (profit) is fixed. In between are the various incentive contracts, in which the contractor's responsibility for the performance costs and the profit or fee incentives offered are tailored to the uncertainties involved in contract performance.

**Contracting Officer Technical Representative (COTR)**

Individual designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions.

**Contracting Officer Technical Representative Address (COTR Address)**

The address for the respective COTR, Contracting Officer Technical Representative. A stakeholder who has responsibility around the contract. Within the system, their duties could include accepting deliverables under the contract, receiving notifications related to the contract.

**Contracting/ Issuing Office**

An office that can issue solicitations, awards, orders, amendments, and modifications.

**Cost Code**

A DoD accounting line field used to differentiate similar lines of accounting. If cost code is included in the Accounting Line Fields it is considered part of the Line of Accounting.

**Cost Reimbursement**

Under a cost-reimbursement contract, the contractor agrees to provide its best effort to complete the required contract effort. Cost-reimbursement contracts provide for payment of allowable incurred costs, to the extent prescribed in the contract. These contracts include an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the contractor cannot exceed (except at its own risk) without the approval of the contracting officer.

**Cut-Off Date**

End date and time for receipt of final revisions to offers following negotiations.

**Data Item/Requirement**

A requirement, identified in a solicitation and imposed in a contract or order that addresses any aspect of data; i.e., that portion of a contractual tasking requirement associated with the development, generation, preparation, modification, maintenance, storage, retrieval, and/or delivery of data. Data items are exhibit line items that can

reside in CDRLs.

**Debarment**

Action taken by a debarring official to exclude a contractor from Government contracting and Government-approved subcontracting for a reasonable, specified period; a contractor that is excluded is "debarred."

**Delivery Instance**

An individual delivery slated for a particular line item.

**Delivery Office**

An office location that can accept/receive deliveries.

**Delivery Order**

An Order for supplies placed against an established contract or agreement or with Government sources.

**Delivery Schedule**

Combination of delivery instances (presumably different) related to a single line item.

**Description of Modification**

Modification specific items that include Change/Cancel Reason Code Text, Summary of Change statements, and modification only text that do not update the conformed copy.

**Discontinuation**

The process used to stop actions from being taken against a processed agreement.

**Distribution Statement**

A statement used in marking technical data to denote the extent of its availability for secondary distribution, release, and disclosure without need for additional approvals or authorizations from the controlling DoD office. (Refer to DoD Directive 5230.24, "Distribution Statements on Technical Documents (reference (c)).

**DoD Program Code**

The DoD Program Code designates that the specific item being acquired is in support of a specifically designated DoD Program. For example, if a contracting action is funded by the Ballistic Missile Defense Organization (BMDO), enter code CAA. Specific codes have been established to identify environmental cleanup programs and are used for all transactions involving environmental acquisitions. A list of the Environmental Cleanup Program Codes is found in the DoD Procurement Coding Manual, Section II Program and System or Equipment Codes (Description and Use of Program Codes).

**Department Of Defense Activity Address Code (DODAAC)**

A six (6) character code that uniquely identifies a unit, activity or organization that has the authority to requisition and/or receive material.

**Defense Priorities and Allocations System Rating (DPAS Rating)**

There are two levels of ratings, identified by "DO" and "DX". All DO ratings are of equal value and take precedence over unrated orders. All DX rated orders are of equal value and take priority over DO and unrated orders. A priority rating consists of the rating symbol (DO or DX) followed by the program identification symbol (e.g. A1, X7). An example DPAS priority rating is DO-A1. The program code itself does not designate priority with DO or DX ranges. The specific list of Program Identification Symbols is contained in 15 CFR 700 Schedule 1 Approved Programs and Delegate Agencies, Defense Priorities Allocations System Regulations.

The Defense Priorities and Allocations System (DPAS) was established to ensure the timely availability of industrial resources to meet national defense requirements and provide a framework for rapidly expanding industrial resources in a national emergency. The DPAS rating is assigned to all military systems used in support of national defense, from the largest finished platform to the smallest component. It can be applied to all stages of acquisition research and development, initial design, production testing, delivery, and logistics support.

**Defense Switching Network (DSN)**

Defense Switching Network phone number.

**DUNS and DUNS + 4**

The Dun & Bradstreet unique nine (9)-digit DUNS Number associated with an organization. DUNS+4 numbers are used to identify different CCR records for the same vendor at the same physical location. For example, a vendor could have two records for themselves at the same physical location to identify two separate bank accounts.

**Effective Date**

Date a Procurement Instrument becomes active.

**Electronic Signature**

Electronic Signature is a computer data compilation of any symbol or series of symbols, executed, adopted, or authorized by an individual to be the legally binding equivalent of the individual's handwritten signature. Thus signed electronic records contain the following information:

- Name of the Signer
- Title of the Signer

- Date and time the signature was executed

**Estimated Cost**

The anticipated amount of costs to be incurred in the performance of a Cost Type contract (CPFF, CPAF, Cost).

**Estimated Max Cost**

In an Indefinite Delivery/ Indefinite Quantity Cost Sharing Contract, the maximum cost for the supplies or services that the Government may order and the contractor is required to furnish.

**Estimated Price**

The extended price for the estimated total quantity in an IDC Requirements type contract line.

**Exchange Rate**

The fluctuating, trade-weighted price of one country's currency in terms of another, as determined by the Federal Reserve Bank of New York on behalf of the U.S. Treasury.

**Expired Agreements**

The suspended state of an agreement that has exceeded its end date.

**Express CAR Category**

The Express CAR (Contract Action Report ) Category allows a user to process an Award/Award Modification without first creating a CAR Header, Exemption to Reporting, or Reason for Not Reporting.

**Express CAR Header**

A CAR Header that allows for multiple Awards/Modifications with the same Express CAR Category and Issuing Office Code to be added to a single CAR Header.

**Extended Price**

The value of the Quantity times the Unit Price.

**Facilities Capital Cost of Money (FCCOM)**

An imputed cost related to the cost of contractor capital committed to facilities.

**Federal Supply Class (FSC)**

The Federal Supply Class (FSC) is a four-character code. Each FSC covers items that are usually requisitioned or issued together; or items that constitute a related grouping for supply management purposes.

**Firm Target Profit**

Target Profit when firm targets are set in a FPIS contract.

**Fiscal Year**

DoD fiscal year begins 1 October and ends 30 September each year.

**Fixed Fee**

The set fee that a contractor will earn for performance of a Cost Plus Fixed Fee (CPFF) contract.

**Fixed Fee Percent**

The percentage of estimated cost that the fixed fee represents in a Cost Plus Fixed Fee (CPFF) contract.  $\text{Fixed Fee \%} = \text{Fixed Fee} \div \text{Estimated cost}$

**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, etc.

**Procurement Action Lead Time (PALT)**

The time, measured in days, between the start date and the actual completion date of a workload assignment, minus any suspended PALT time.

**Payment Bonds**

A written instrument executed by a bidder or contractor (the principal) and the second party (the "surety" or "sureties") to assure fulfillment of the principal's obligation to a third party (the "obligee" or "Government") identified in the bond. If the principal's obligations are not met, the bond assures payment to the extent stipulated, or any loss sustained by the obligee.

**Payment Office**

An office that makes payments under the contract/order.

**Performance Bonds**

A written instrument that secures performance and fulfillment of the contractor's

obligations under the contract.

**Physical Completion Date**

The date in which an award is complete based on when the contractor has completed the required deliveries and the Government has inspected and accepted the supplies, all services have been performed and have been accepted by the Government, all option provisions have expired, or the Government has given notice of complete contract termination. For facilities contracts, rentals, use and storage agreements this date is based on when the Government has given notice of complete contract termination or the period has expired (FAR 4.480-4 details the contract physical completion regulations). The physical completion date, along with the type of contract, is used to calculate the projected closeout timeframe (refer to FAR 4.804-1 for the time standards).

**Place of Performance**

Designated location where services will actually be rendered.

**P-Modification**

A modification issued by the procuring contracting office.

**Portion Markings**

Portion Markings let the user of the information know at what level that paragraph within the classified page, document, or item should be protected. The Portion Marking will be comprised of the Classification and Trigraph.

**Pre/Post Negotiation Position (PNP)**

Working document used to capture and analyze key price/cost data leading up to a negotiated contract change.

**Precious Metal Code**

A single alphanumeric code used to identify items that contain precious metal(s).

**Priced [line/subline]**

A line or subline that contains specific quantity and pricing information.

**Procurement Instrument**

Generic term to describe acquisition documents that can be created during the acquisition process. Documents include Solicitations, Amendments, Awards, Agreements, Orders and Modifications.

**Procurement Instrument Identification Number (PIIN)**

Number assigned to procurement instruments. The number consists of 13 alpha-numeric characters grouped to convey certain information.

Positions 1 through 6. The first six positions identify the department/agency and office issuing the instrument. Use the DoD Activity Address Code (DoDAAC) assigned to the issuing office. DoDAACs can be found at <https://day2k1.daas.dla.mil/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.

**Quantity Price Breaks (QPB)**

The ability to enter multiple quantity amounts or multiple quantity ranges within a line item for the purpose of establishing price breaks.

**Reason for Not Reporting**

The Reason for Not Reporting allows a user to process an Award/Award Modification without first creating a CAR or Exemption to Reporting. The five authorized reasons are: Automatically Processed; FPDS-NG not Updated to Reflect DoD Requirements; Previously Reported; Technical/Connectivity Failure; or Urgent and Compelling Action.

**Requesting Office**

An office that initiates purchase requests.

**Rescind**

An official revocation of either a termination or discontinuation action on a processed document.

**Retention End Date**

This is the next calendar date after the last day of the Retention Period and represents the day an award file becomes eligible to be destroyed in its entirety.

**Retention Period**

The timeframe a Government contract file must remain in existence.

**Sealed Bid**

Offer submitted to the Government in response to an Invitation for Bids which remains inaccessible until the indicated opening time.

**Security Markings**

All of the marking information; Classification, Codeword, Nickname, Trigraph, Classification Block, Handling Caveat, and Portion Marking.

**Security Screen Classifications**

A means for visibly labeling data with site-defined Screen Markings.

**Settlement**

Phase where the Government and the Contractor come to an agreement. A modification is created to incorporate the settlement terms.

**Ship To Address**

An office location that can accept/receive deliveries. Synonymous with 'Delivery' office.

**Shipment Mode**

A way to designate how an item should be shipped.

**Signal Code**

One-digit code, which identifies the "ship to" and, if applicable, "bill to" activities, i.e. the requisitioner or a supplementary activity.

**Signed Date**

The signed date is the date that the contracting officer 'signs' the award. For the case of online use, the signed date is always equal to the Date that the Award is finalized in the user's time zone. This is the date when the Award has been finally approved in the system. At this point in time, the conformed record is created, financial transactions (e.g. obligation) are initiated, and related workload assignments are closed. For an inbound, integrated transaction (e.g., data migration, system integration from parallel contract-writing applications) the signed date must be able to be passed in as it existed on the award in the source system.

**Simplified Acquisition Procedures (SAP)**

DoD contracting policies and procedures for the acquisition of supplies and services, including construction, research and development, and commercial items, the aggregate amount of which does not exceed the simplified acquisition threshold. Policies outlined in FAR Part 13.

**Simplified Acquisition Threshold (SAT)**

Commonly this is \$100,000 but can be \$5,500,000 for commercial items.

**Single Contract Action Report (Single CAR)**

Used when a user wants to report all line items from an Award/Award Modification together on a single CAR Header.

**Subline Number (SLIN)**

A priced or informational line item that is a subordinate of a contract line. SLINs numbering will contain the parent CLIN number with an additional 2-characters. If the SLIN is an info line, the 2-characters will be numeric beginning with 01. If the SLIN is priced, the 2-characters will begin with AA.

**Small Business Administration Office**

An office that provides contracting support for small businesses.

**Small Business Coordination Record**

The DoD Small Business Coordination Record (DD Form 2579) is used to screen proposed acquisitions to ensure: Consideration has been afforded small and small disadvantaged business concerns and that they receive an equitable opportunity to participate in the proposed acquisition.

**Special Material Identification Code (SMIC)**

Supplements the National Stock Number to provide visibility to designated items to ensure their technical integrity.

**Solicitation**

A procurement vehicle created to send to prospective contractors by a government agency, requesting the submission of Offers or of information. The generic term includes Invitation for Bids (IFBs), Request for Proposals (RFPs), and Request for Quotations (RFQs).

**Supplemental Procurement Instrument Identification Number (SPIIN)**

Use supplementary numbers with the basic PII number, to identify:

- Amendments to solicitations
- Modifications to contracts and agreements, including provisioned item orders; and
- Calls or orders under contracts, basic ordering agreements, or blanket purchase agreements, issued by the contracting office or by a DoD activity other than the contracting office, including DoD orders against Federal supply schedules.

**Staging Period**

The timeframe a contract file remains in the procuring contracting office before being eligible to move to a records holding or staging area.

**Staging Period End Date**

This is also referred to in this document as the 'Move from Production Date'. This is the next calendar date after the last day of the Staging Period and represents the day in which the contract file is eligible to be archived.

**Substantially the Same As**

A designation of a term and condition that identifies the text of the term and condition can be edited on a procurement instrument.

**Summary of Changes Text**

Free form text that provides information about document changes.

**Supporting Document**

An associated document not included in the formal award or solicitation. In an Uniform Contract Format (UCF) award document, supporting documents are not listed in Section J.

**Transportation Accounting Code (TAC)**

Used in the shipping and transportation process to link movement authority, funding approval, and accounting data for shipments of cargo and personal property in the Defense Transportation System (DTS). Typically entered with funding information at the line item or contract level.

**Target Cost**

The negotiated amount of costs such that if the contractor completes the contract at the target cost, there will be no positive or negative cost incentives applied.

**Target Fee**

Target Fee is the amount of fee that the contractor will earn if the contractor completes the contract at the target cost in a CPIF type contract.

**Target Profit**

Target Profit is the amount of profit that the contractor will earn if the contractor completes the contract at the target cost in a FPI type contract.

**Total Target Price**

The sum of the Target Cost and Target Profit in a FPI type contract.

**Technical Analysis Report (TAR)**

Report resulting from a Technical Evaluation of a Contractor's Proposal.

**Technical Office**

An office that assumes technical responsibility for requirements.

**Termination**

The discontinuation of one 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 Governments' interest.

### **Terms and Conditions**

Collective term used to describe Text, Clause, Provisions, and/or Articles. Terms and Conditions are used interchangeably with T's and C's, text and clauses.

### **Total Amount of Contract**

The sum of the line item amounts that have not been designated as options.

### **Total Amount Without Option**

The sum of all contract lines excluding those lines that are indicated as options.

### **Total Estimated Amount**

The government estimate amount of all line items.

### **Total Evaluation Amount**

Adjusted total offer amount when Evaluation Preferences or Price Adjustment Factors are entered.

### **Total Obligated Amount**

The sum of all funding amounts.

### **Total Offer Amount**

The total cost of all line items offered.

### **Transportation Rates**

Additional amount for transportation or freight added to FOB.

### **Trigraph**

A three character combination identifying the program and/or compartment a page, document, or item is associated. This marking is necessary to classify the document to the highest level of classification within the program/compartment.

### **Unit Price**

The price for a quantity of one of the unit of issue.

**Vendor**

An organization conducting business with the government. Also known as Supplier.

**Verbal Order**

An Order placed verbally by the PCO to a Vendor.

**Warrant**

A government form (SF1402) which specifies the limits of a Contracting Officer's authority when binding the Government to a contracting vehicle. Refer to FAR 1.602.1

A Warrant is required in order to process an award, order, agreement, and modification to such.

**Weapon System Code**

Also known as Weapons System Designator Code (WSDC). These codes consist of three alphabetical positions. The first position identifies one of the following major categories of equipment. The second position identifies a subdivision of the major category. The third position identifies the specific item. A description and use of these codes is found in the DoD Procurement Coding Manual, Section II Program and System or Equipment Codes.

(<http://web1.whs.osd.mil/peidhome/guide/mn02/mn02.htm>). Note: WSC will be changed pending incorporation of MDAPs and MAISs.

**Withdrawal of Offers**

A formal request by the vendor to have their offer/bid/revisions withdrawn from consideration.

**Workload Assignment**

A workload assignment consists of tasks (also called milestones) that the buyer needs to accomplish in the given timeframe. A workload assignment is created for pre-award activities, post-award activities and award administration activities.





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