

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

Purchasing User Guide

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

Part No. E48927-01

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Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document. Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- 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?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).

Note: Before sending us your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, access the new Oracle E-Business Suite Release Online Documentation CD available on My Oracle Support and www.oracle.com. It contains the most current Documentation Library plus all documents revised or released recently.

Send your comments to us using the electronic mail address: appsdoc_us@oracle.com

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Preface

Intended Audience

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

See Related Information Sources on page xii 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>.

Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Structure

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Related Information Sources

Oracle Purchasing User's Guide

Oracle Contract Lifecycle Management for Public Sector Implementation Guide

Oracle Contract Lifecycle Management for Public Sector Sourcing User Guide

Oracle Contract Lifecycle Management for Public Sector iSupplier Portal User Guide

Oracle HRMS Approvals Management Implementation Guide

Oracle U.S. Federal Financials User Guide

Integration Repository

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

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

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.

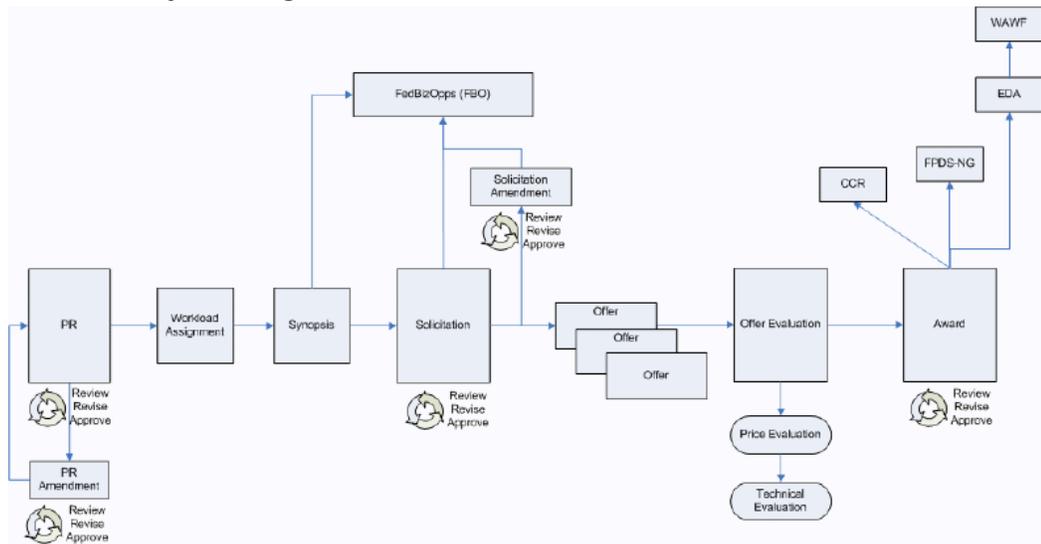
Key Concepts: Public Sector Procurement

Overview of Oracle Contract Lifecycle Management for Public Sector

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

The following process flow depicts the procurement lifecycle in CLM:

Contract Lifecycle Management



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

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

Document Numbering

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

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

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

Contract Line / Sub-Line (CLIN / SLIN)

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

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

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

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.

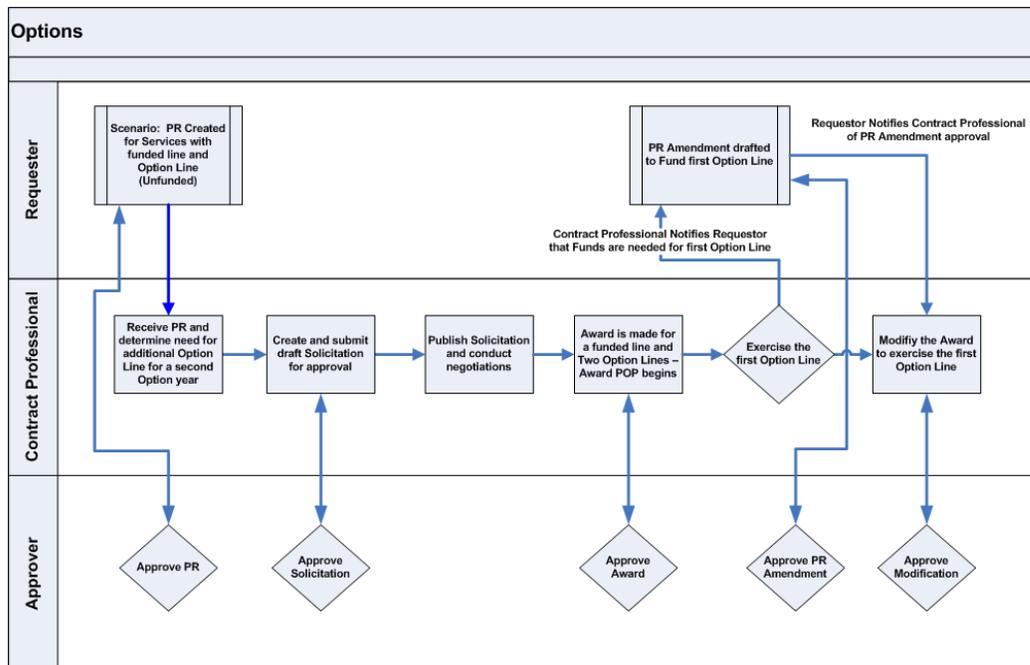
Options

You can choose to create an option line on a purchasing document that you intend to exercise as a regular line at a future point in time. Instead of modifying / amending the source document at a future date, enter the anticipated options that the base line is associated to. For example, a software purchase can be entered as a base line. This necessarily entails support and training as options for the purchase of a software package. Therefore support and training can be entered as option lines as the vendor has promised them. At a later date, the options of support and training can be exercised as regular purchase order lines because the vendor has now promised to deliver support and training. If it is not required to procure the optional support and training from the same vendor who supplies the software package, the option lines can be created without linking them to the software package line as the base line. The option lines of support and training, once exercised, can be received and invoiced as well.

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

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



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

Pricing

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

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

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

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

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

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

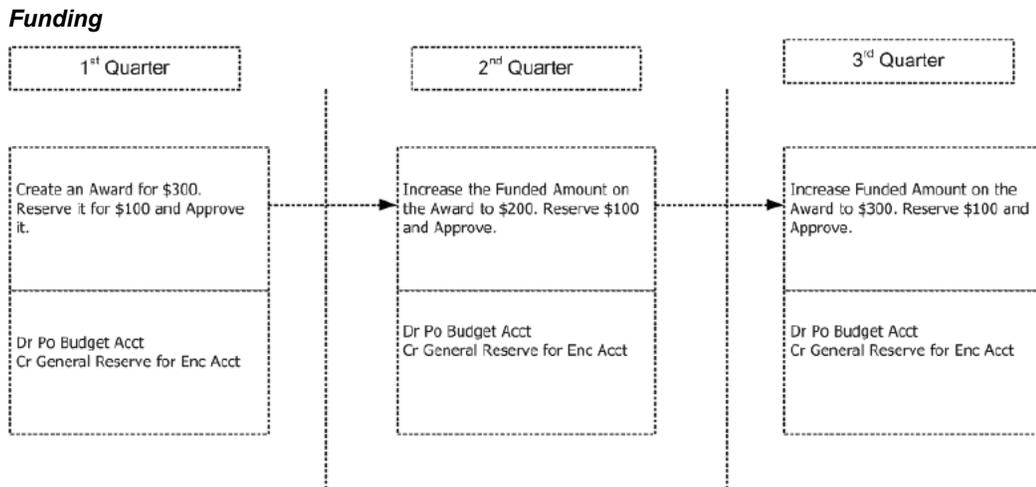
Incremental Funding

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

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

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

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



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

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

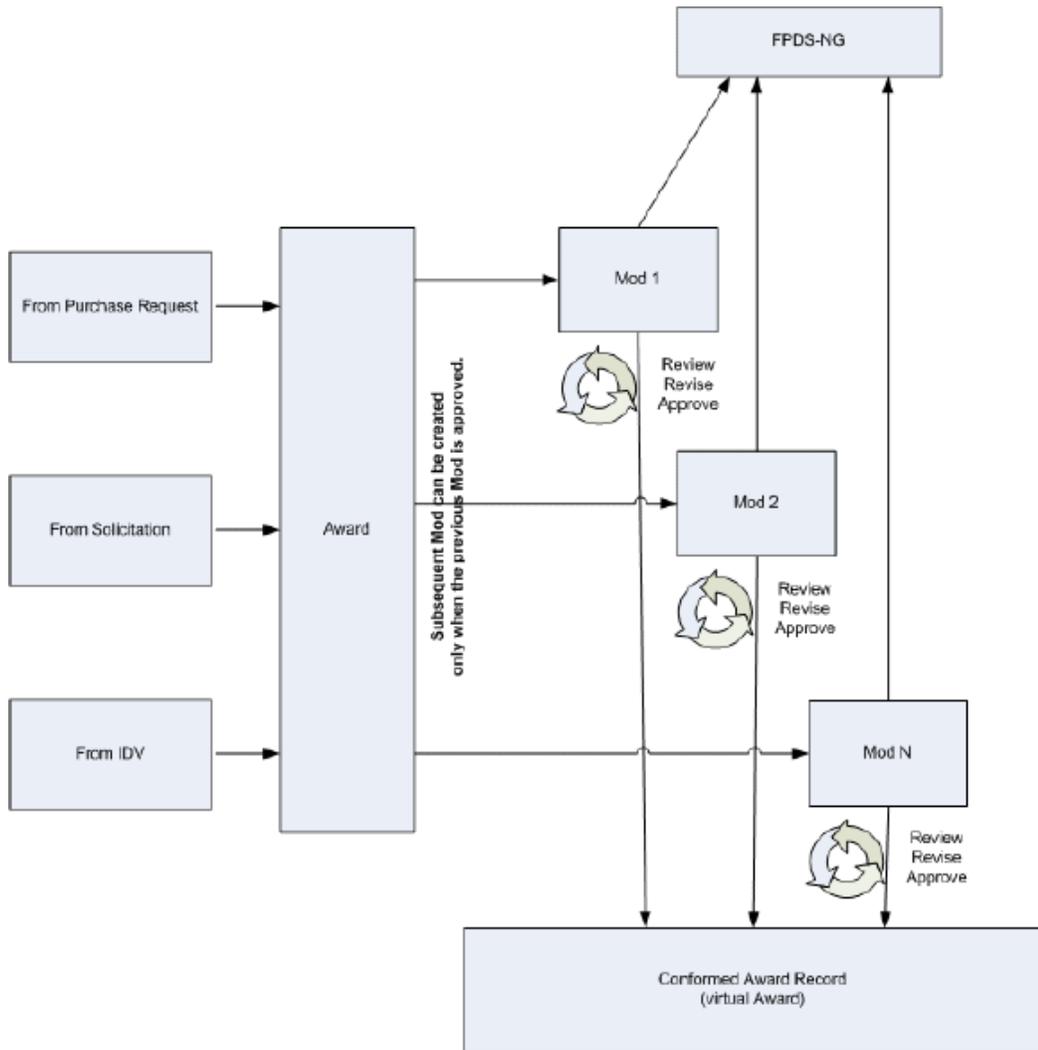
Modifications

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

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

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

Modification Creation Flow



Using Modifications, you can perform the following:

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

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

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

For more information on Modifications, please refer to the chapter Modifications, page 10-1.

Acquisition Plan Summary

Overview

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

Acquisition Plan Summary Home Page

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

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

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

Click the Advanced Search link to open the Advanced Search page. Enter search criteria

values such as Effective Date, Operating Unit, Status, Administrator, etc and then click Go to retrieve your Acquisition Plan Summary document(s).

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

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

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

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

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

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

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

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

Creating and Managing an Acquisition Plan Summary

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

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

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

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

- Number: This field accepts an alphanumeric value. If the profile option Contract Repository Auto-Numbering Enabled is set to Yes, then the Number field does not display, and the system generates the number automatically.
- *Name: Enter a name for your Acquisition Plan Summary
- *Operating Unit: Enter the operating unit you wish to create the Acquisition Plan Summary in
- *Type: Enter Acquisition Plan Summary
- *Administrator
- Currency
- Amount
- Effective Date
- Additional Attributes region > *Context Value: select Acquisition Plan Summary from the list of values. The related fields will display on the page below the Context Value LOV:
 - J&A Number
 - Procurement Action
 - Procurement Purpose
 - Security Requirements
 - Competition Extent Code
 - Potential Set-Aside
 - Target socioeconomic group

- Contract Type
- Incentives / Award Fees
- Performance Based Requirements
- GFP/GFE
- Subcontracting Plan

Note: These additional attributes can be modified. Your system administrator may have configured this region to show a different set of fields.

The Notes tab enables you to enter short notes for the Acquisition Plan Summary. Click the Notes tab and then click Add Note. The Add Note page displays and you need to select the Note Type and Visibility before you enter the content for the note.

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

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

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

Parties and Contacts

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

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

Acquisition Plan Summary, click Apply and Add Another, otherwise, click Apply.

Milestones

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

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

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

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

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

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

1. Select a Category from the list of values. The Category defines the purpose of an attachment, and controls which forms or pages can access it.
2. Select the attachment Type:
 - File - specify a file name to upload. Enter the file location, or use the Browse button to locate the file.
 - URL - enter the URL for a Web page.
 - Text - Enter text that is less than 2000 characters. If the text you want to attach is

more than 2000 characters, upload it in a file.

3. From the Document Catalog:

- Use the Search regions to query existing documents.
- Select the Document Name link to view a document before attaching it.
- Select the document(s) to attach.
- Click Apply.

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

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

Documents

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

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

Actions on an Acquisition Plan Summary

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

- **Delete:** You can delete draft Acquisition Plan Summary documents. However, if the document is approved or signed, you cannot delete it. You get a warning message when you select Delete from the Actions LOV and click Go. The message asks you if you really want to delete the Acquisition Plan Summary <version number>? Select Yes or No, depending on your preference. If you select Yes, the Acquisition Plan Summary gets deleted.
- **Cancel:** The status of the Acquisition Plan Summary changes to Cancelled if you select the Cancel action from the Actions LOV. The Cancel Acquisition Plan Summary page displays, where you can enter a Cancellation reason. When an Acquisition Plan Summary is cancelled, you cannot make further updates to it anymore.
- **Validate:** This action ensures that the Acquisition Plan Summary you created

conforms to all the rules governing Acquisition Plan Summary creation. Select Validate from the Actions LOV and click Go. The system validates the document and shows the results in the Validation Results page. Total Messages, Errors and Warnings are displayed in numbers at the top of the page. Below these numbers, the details of the problems and the suggestions to rectify them are displayed. You will need to fix errors (example, missing Effective Date) before proceeding. You may or may not fix warnings that are displayed as a result of the validation. Click the Return to Acquisition Plan Summary link at the bottom of the page to return to the Acquisition Plan Summary page.

- **Duplicate:** Use the Duplicate action if you wish to copy an existing Acquisition Plan Summary. When you select Duplicate and click Go, the Duplicate page displays. You can enter a new name and description for the document. You can opt to Apply and Add Details or simply click Apply to save your changes. If you click Apply, you get a confirmation message that the document has been created successfully; the main page displays and you can view your copied Acquisition Plan Summary document along with the other documents. If you click Apply and Add Details, you get a confirmation message that the document has been created successfully and you will immediately be able to edit the newly created document; the tabs (Suppliers, Milestones, Documents, Notes, History) appear on the page and you can enter the details for the newly copied Acquisition Plan Summary document.
- **Manage Approvers:** The Manage Approvers page lists the existing approvers for the Acquisition Plan Summary. It also enables you to add an ad-hoc approver as and when required. Click the plus (+) sign next to the Add Ad-Hoc Approver label and the following information displays: Select an Approver Type and an Approver Name from the lists of values. Then you can select a category of approver and an Insertion Point (before or after current approver).
- **Sign:** When you select Sign, the system first validates the Acquisition Plan Summary and shows you the results in the Validation Results page. You must fix any errors that display on this page before proceeding with the signature process. If you have fixed the errors and are ready to proceed, click Continue to display the Sign Acquisition Plan Summary page. Enter relevant data in the Signed By and Signed Date fields and click Apply to return to the Acquisition Plan Summary page.

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

- **Submit for Approval:** Use this action to obtain approval for your Acquisition Plan Summary. The History tab enables you to see the list of approvers for your Acquisition Plan Summary document. When you submit for approval, a notification

goes out to the approvers, they can approve, reject or forward the document to other users. Please note that the document is sent for approval first. When the document is approved, it can be signed by you and the supplier.

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

Using Acquisition Plan Summary in CLM Documents

Associating an Acquisition Plan Summary to a Purchase Requisition

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

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

- In order to save this association, proceed with creating, saving and submitting the Purchase Requisition for approval.

Associating an Acquisition Plan Summary to a Solicitation

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

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

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

Buyer Work Center

Buyer Work Center - An Overview

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

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

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

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

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

conditions, and sort sequences

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

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

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

1. Requisitions
 - Demand Workbench
 - Summary
 - Amendments
2. Assignments
3. Awards
4. IDVs (Indefinite Delivery Vehicles)
5. Deliverables
6. Negotiations
7. Suppliers
8. Contract Administration
9. Contract File
10. Protests

An overview of these tabs is in the following sections.

Requisitions

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

Demand Workbench

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

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

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

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

- Unassigned Requisitions- This view displays requisitions that have not been assigned to a sourcing buyer.
- Personalized Views - You can create your own specialized views that display only those requisitions in which you are interested.

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

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

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

- *Search results where each must match all values entered* - Require entries to match all the search values you enter. For example, qualifying requisitions might be required to have the buyer be John Smith and the ship to location be New York. In this case, any qualifying requisitions must match both search values.
- *Search results where each may contain any value entered* - Allow entries to match any of the search values. For example, qualifying requisitions might be allowed to have the buyer be Pat Stock or the ship to location be San Francisco. In this case, the qualifying requisitions can match either or both search values.
- Use the Find icons to search for and select search values. When you have finished specifying your search, click Go (clicking Clear resets the search value fields).

Note: Please note that you cannot perform the following actions in Demand Workbench for CLM documents: Replace, Update from Catalog Favorites.

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.

MIPR Others

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

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

MIPR Own

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

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

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

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

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

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

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

AutoCreate Using Document Builder

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

1. Scroll the Demand Workbench page to the right.
2. Select a Document Builder Document Type. This indicates the outcome you expect from the Document Builder. The values you can select are: New Award, New Solicitation, New Modification.
3. Select an operating unit for the outcome document by clicking the OU Find icon and selecting an entry from the OU results.
4. Select your requisition line(s) by selecting the checkbox in the Select column for each Requisition row.
5. Click Add to put the lines in your document. Lines that can be added can be CLINs, SLINs, option lines without a base line or Informational lines. If you select a CLIN to add, the entire CLIN/SLIN structure (if one exists) gets added to the award.

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

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

6. To create the document, scroll right. Enter any additional information your document type requires and click Create. Optionally enter an IDV to reference, a Supplier and Supplier Site, Currency, Award Type (these are not mandatory fields). The Document Style is defaulted on the Document Builder, you can change it, if required.
7. If you wish to clear the document builder and start creating the document again from the beginning, click Clear.
8. If you would like to update additional information such as IDV Line Reference, PO Line Number, etc., while creating the order, enter the changes and click Update.
9. The selected document type is displayed.

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

Please note that when Add to Award is selected, you will be required to select a modification if you wish to add lines to an approved award.

Adding Lines to Awards/Modifications

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

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

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

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

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

similar among the requisition lines.

The following rules are applicable to grouping lines:

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

The Requests region consists of a Group By LOV with 2 values: Default and Requisition. The defaulted value is Default. The Default method of grouping groups different requisition lines into the same award line, if the grouping conditions match. The Requisition method of grouping creates individual award lines for each of the requisition lines. If the lines from the requisition and the existing lines of the award / modification are found to be the same or similar by the system, the Default method of grouping makes the line number of the requisition editable. This means that you can modify the line number to group it with another line if required, provided the grouping follows the rules specified above.

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

Adding Lines to Solicitations / Amendments

Select the Add to Solicitation / Amendment from the Document Builder's Type LOV. Then select a solicitation or amendment number that you wish to add the requisition lines to. The Document Builder area displays the Solicitation / Amendment Number search LOV. Click the magnifying glass icon to search for the award or modification

that you wish to add lines to. After you have selected a draft solicitation or draft amendment, select the requisition lines you wish to add to the solicitation / amendment and click Add. After you have selected the requisition lines, the Recently Added Items list displays the selected line information.

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

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

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

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

The following rules are applicable to grouping lines:

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

different Contract Types and Cost Constraints, the Contract Type is defaulted to FFP and Cost Constraints is left NULL on the grouped line.

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

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

Funding Awards / Modifications from new Requisitions

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

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

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

User Procedures

1. Using the appropriate CLM Purchasing responsibility, navigate to the Requisitions tab in Buyer Work Center.
2. Select one or more requisition lines using the Select checkbox.
3. Scroll to the right and in the Document Builder window, select the value Add Funds to Awards / Modification from the Type LOV. Ensure that the correct Operating Unit is selected.
4. Click Add (next to Select Requests: above the requisition lines).
5. The Document Builder window shows you the recently added items and also enables you to now select the award / modification that you wish to link the requisition line(s) with. Click the Search icon to add the award / modification number you wish to link the requisition line(s) with. The Style field (below the Award / Modification number field) automatically gets populated with the original document style name.
6. Click Update to open the Add Funds to Awards / Modification page. The Modification number and corresponding document Style are displayed at the top of this page.
7. Using the Requests region, you need to select a destination shipment for the linking to take place. Use the Search icon at the Shipment column (this is a mandatory column) to select the shipment you need to link the requisition line to.
8. Click Create to confirm the linking process you initiated. You can remove a requisition line that is eligible for linking by clicking the Remove icon at each eligible requisition line that displays in this page.
9. The award or modification page opens at the Header tab and you can navigate to the Lines, Schedules and Distributions tab to view the newly added lines/distributions.
10. In the Distributions tab, you can see that the funding from the purchase requisition lines has been added to the tab. You can update the new distribution(s) and make further changes, if required. You may need to update the quantity at the distribution level to ensure that the total distribution quantity is equal to the shipment quantity.

Status of Linked Purchase Requisition Lines

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

Splitting Requisition Lines

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

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

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

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

To split requisition lines:

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

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

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

Workload Assignment

The Workload Assignment List of Values (LOV) enables Workload Administrators to create a new assignment for a buyer, to add requisition lines to an existing assignment or to remove lines from an assignment.

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

Summary

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

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

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

Sort the results by clicking any column header.

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

Amendments

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

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

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

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

Accept button.

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

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

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

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

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

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

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

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

Assignments

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

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

Post Award Requests

The Post Award Requests sub-tab is similar to the Requisitions sub-tab in Demand Workbench. Click the Post Award Requests sub-tab to display the Views region in the Post Award Requests page. Pre-defined (seeded) views such as My Post Award Requests or My Approved Post Award Requests are available to you. However, if you need to modify or update the existing views, click the Personalize button to open the Personalize Views page. Click the Update (pencil) icon to modify a view. Click Duplicate to make a copy of an existing view. Click Create View to create a new view.

Workload Administrators can assign requisition or post award request lines to buyers for the purpose of completing procurement tasks. Workload administrators can access the Workload Assignment functions from the Requisitions page or the Post Award Requests page in Buyer Work Center. The Workload Administrator first navigates to the Requisitions or the Post Award Requests page and selects one or more requisition or post award request lines, then chooses a value from the Workload Assignment LOV and clicks Go. The Workload Assignment LOV displays the following options: Create New Assignment, Add to Existing Assignment, Remove Lines from Assignment.

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

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

AutoCreate Modifications from Post Award Requests

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

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

belong to the same award. Post Award Request line(s) should be added to the Modification that is created for the same award that the post award request is created from. Post Award Request line(s) should be autocreated to a modification that has the same base award as the post award request.

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

Note: If the setup steps for enabling concurrent modifications have been completed by your system administrator, you can also autocreate concurrent modifications from the post award request lines.

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

Awards

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

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

Indefinite Delivery Vehicles (IDVs)

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

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

Agreement (BPA). ID/IQ contracts are further classified into Requirements, Indefinite Quantity or Definite Quantity.

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

For more information, please refer to the IDVs chapter, page 7-1.

Orders Referencing IDVs

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

For more information, please refer to the Orders Referencing IDVs chapter, page 8-1.

Modifications

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

For more information on creating and using Modifications, please refer to the Modifications chapter, page 10-1 in this guide.

Deliverables

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

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

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

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

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

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

1. Creating and Updating Deliverables
2. Viewing Deliverable Details
3. Reordering Deliverables
4. Deleting Deliverables

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

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

Negotiations

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

1. Searches
2. Published Negotiations
3. Quick Links
4. Containers

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

Suppliers

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

You use the Suppliers Tab to complete the following actions:

- Create new suppliers, page 3-19
- Search for suppliers and do a quick update, page 3-20
- Enter Company Profile Information, page 3-22
- Enter Terms and Controls, page 3-28

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

Suppliers

Use the Create Supplier page to create a new supplier.

To create a new supplier, complete the following steps:

1. Click the Create Supplier button on the Supplier Tab. Select the Supplier Type. You can choose from Standard Supplier and Supplier used to process expense payments to internal employees.
2. If you select Standard Supplier, enter the following details:
 - Enter the Organization Name of the Supplier Organization. This is a mandatory field.
 - Enter the Alias and the Name Pronunciation.
 - Enter the D-U-N-S number, which is the unique nine-digit Dun & Bradstreet Number associated with the organization.
 - Enter the supplier site URL.
 - Select the Context Value for the supplier.

- Enter a unique Supplier Number.
 - Select the Tax Country associated with the supplier.
 - Enter the Tax Registration Number associated with the supplier.
 - Enter the Taxpayer ID associated with the supplier. This could be a corporation or partnership's federal identification number/federal tax ID.
 - Enter the Supplier Home Page URL.
 - Enter the Trading Partner associated with the supplier.
3. If you select Supplier used to process expense payments to internal employees, enter the following details:
- Select the Employee Name. This employee will perform the role of the supplier used to process expense payments to internal employees. Once you select the Employee Name, the application automatically displays the Employee Number.
 - Select the Operating Unit.
 - Select the relevant check boxes to Create Payment Site. You can select Home, Office, and Provisional.
 - Enter the Supplier Number. This is a mandatory field.
 - Enter the Supplier Home Page URL.
 - Enter the Trading Partner associated with the supplier.
4. Click Apply to create the new supplier, or click Cancel to discard your changes. Once you click Apply, the Quick Update page displays. You use this page to update information about the supplier you created, and to enter additional information about Supplier Sites, Company Profile, and Terms and Control.
- See: Quick Update, page 3-20
5. Enter supplier and site information in the appropriate Company Profile and Terms and Controls pages.
- See: Company Profile Information, page 3-22
- See: Terms and Controls, page 3-28

Quick Update

The Quick Update page is the default page that the application displays when you

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

To complete a quick update, do the following:

1. Update the Supplier Name, if required. You cannot update the Supplier Number.
2. Update the Alternate Supplier Name, if required. You cannot update the Registry ID.
3. Enter an Inactive Date to prevent invoice or award entry for this supplier after this date.
4. Update the Alias, if required.
5. Select the All New Awards Hold to prevent new awards being created for the supplier. Select the Hold All Invoices, Hold Unvalidated Invoices, or Hold Unmatched Invoices check boxes to hold payment options for supplier sites. Holds that you apply manually, prevent payment for an invoice.
6. Click the Site Details tab to maintain additional supplier attributes for each supplier site. The sites associated with the Supplier display in the results table. The Site Name and the Operating Unit display. Enter the following additional details:
 - CAGE - this is the Commercial and Government Entity Code, which is a five-character ID number. You can enter a value for this field if the supplier is a Non CCR supplier. The application automatically displays this field for CCR Suppliers at the site level and you cannot edit it.
 - Legal Business Name - this is the name of the person or entity that owns a business. You can enter a value for this field if the supplier is a Non CCR supplier. The application automatically displays this field for CCR Suppliers at the supplier site level and you cannot edit it.
 - Doing Business As - this is the name under which the business or operation is conducted such as a franchise, licensee name, or an acronym. This is not the legal name of legal person or persons who own it. You can enter a value for this field if the supplier is a Non CCR supplier. The application automatically displays this field for CCR Suppliers at the supplier site level and you cannot edit it.
 - Division Name - this is the name of the division. You can enter a value for this field if the supplier is a Non CCR supplier. The application automatically displays this field for CCR Suppliers at the supplier site level and you cannot edit it.

- Small /Other Than Small - this identifies the size (small, other-than-small) of the vendor. You can enter a value for this field if the supplier is a Non CCR supplier. The application automatically displays this field for CCR Suppliers at the supplier site level and you cannot edit it.
 - CCR Registration Indicator - This identifies whether the vendor is registered with CCR. The application automatically displays this field for CCR suppliers and you cannot edit it. This field does not display for Non CCR suppliers.
 - CCR Registration Status - This identifies the current status of vendor registration with CCR. CCR maintains a extract code as A (Active) and E (Expired). The application automatically displays this field for CCR suppliers and you cannot edit it. This field does not display for Non CCR suppliers.
 - CCR synchronized Date - This identifies the date the vendor record was last synchronized with CCR and is included in the PO during approval. The application automatically displays this field for CCR suppliers and you cannot edit it. This field does not display for Non CCR suppliers.
 - Debarred displays the Debarment Indicator. This could be Yes or No.
 - Debarment Start Date - this indicates the start date of supplier site Debarment.
 - Debarment End Date - this determines the end date of supplier site debarment.
 - Enter any Comments.
7. Click Create to create addresses. On the Create Address: Site Creation page that displays, select the Address Name. The Address Details Purpose, Supplier Name, and Supplier Number are displayed. Select the appropriate Operating Units, and select Override Default Site Attributes, if applicable. Click Apply.
 8. Click the Key Purchasing Steps tab to specify the purchasing and payment options for supplier sites. These options default on the Supplies Terms and Controls pages which you can override, if necessary.
 9. Click the Key Payment Steps tab. The results table displays details of the Site Name, Operating Unit, Invoice Amount Limit, Invoice Tolerance, Invoice Match Option, Invoice Currency, Hold from Payment, Payment Hold Reason, Services Tolerance, Payment Currency, Payment Priority, Pay Group, Deduct Bank Charge from Payment, Terms, Terms Date Basis, Pay Date Basis, Retainage Rate (%), Always Take Discount, and Exclude Freight From Discount.

Company Profile Information

These pages contains all of the personal information about the supplier, their identity

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

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

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

- Organization, page 3-23
- Tax Details, page 3-25
- Address Book, page 3-26
- Contact Directory, page 3-26
- Business Classifications, page 3-27
- Products and Services, page 3-27
- Banking Details, page 3-27
- Surveys, page 3-28

Entering Organization Details

To enter organization details, complete the following steps:

1. Enter the Supplier Name. This is mandatory.
2. Enter the Supplier Number. This is mandatory.
3. Enter an Alternate Supplier Name.
4. Enter the SIC or Standard Industry Code.
5. Enter the National Insurance Number.
6. Select the Organization Type.
7. Search and select the Parent Supplier Name, if applicable. The Parent Supplier Number displays.
8. Enter the Customer Number. This is the number your supplier uses to identify your enterprise.
9. Select the One Time check box to indicate that you do not expect to do repeat business with the supplier.

10. Select the CCR check box to indicate that the Supplier is registered with the Central Contracting Registry (CCR).
11. Enter an Inactive Date, if required. This is the date from which the supplier or supplier site will no longer appear on a supplier list of values.
12. In the Global Details region, select the Context Value from the list.
13. In the Additional Information region, enter the Supplier Home Page and Trading Partner details, as applicable.
14. In the Organization region, enter the D-U-N-S Number, which is the unique nine-digit Dun & Bradstreet Number associated with the organization.
15. Search for and select the relevant Legal Structure associated with the organization.
16. Enter the Principal Name.
17. Enter the Year Established, Incorporation Year, and Control Year.
18. Enter the Mission Statement for the organization.
19. Enter the Chief Executive Name, Chief Executive Title, and Principal Title.
20. In the Total Employees region, enter the Organization Total and Corporate Total.
21. Select the Organization Total Type and Corporate Total Type to indicate if these totals are Actual or Estimated.
22. In the Tax and Financial Information region, enter the Taxpayer ID, which is the Supplier's Tax Identification Number (TIN).
23. Enter the Supplier's Tax Registration Number. The Supplier's VAT Number is displayed.
24. Select the Fiscal Year End from the list.
25. Select the Federal Agency check box to indicate that the supplier is a federal agency.
26. Enter the Analysis Year, Currency Preference, Annual Revenue and Potential Revenue.
27. In the Basic Information region, select the Context Value. Click Show Additional Basic Information or Hide Additional Basic Information as required.
28. In the Attachments region, search for and select an attachment to add. Alternatively, click Add Attachment to upload a local attachment or a document catalog.

29. To upload a local attachment, accept the default Desktop File/Text/URL from the Add menu. Give the attachment a title, description, and select a Category value to indicate its original source. Browse to the location of the attachment and select it, and click Apply.
30. To upload an attachment from the document catalog, select From Document Catalog from the Add menu, and search on the document title, or expand the search options to use additional search fields. Select the document, and click Apply.

Entering Tax Details

To enter tax details, complete the following steps:

1. In the Income Tax region, enter the Taxpayer ID.
2. Select the appropriate Reporting check boxes. Select the Federal check box if the supplier is reportable to a federal taxing authority. Select the State check box if the supplier is reportable to a state taxing authority.
3. Select the Allow Withholding Tax check box to allow withholding taxes for the supplier and supplier site.
4. In the Default Controls area of the Transaction Tax region, select the Rounding Level and Rounding Rule to apply to all invoices and tax registration records of the supplier.
5. Select the Set Invoice Values as Tax Inclusive check box, as applicable.
6. In the Tax Registrations region, search for and select a tax registration based on criteria such as Default Reporting Country Name, Default Reporting Tax Registration Type, and Default Reporting Registration Number. From the results table, click Update to update existing tax registration details, or Remove to remove the tax registration details associated with the supplier. Alternatively, click the Create button to create new Tax Registration Details.
7. On the Create Tax Registration Details page that displays, select the Tax Regime Code from the list. This is a mandatory field.
8. Select the Tax, Tax Jurisdiction Code, Company Reporting Name, Tax Registration Type, Tax Registration Number, Tax Registration Status, Legal Registration Address, Tax Registration Reason, Source, Issuing Tax Authority, and the effective dates. Select the Set as Default Registration check box to set these tax registration details as the default for the supplier.
9. In the Invoice Controls region, select the Rounding Rule from the list, and select the Set Invoice Values as Tax Inclusive check box as applicable.
10. In the Associated Fiscal Classifications region, click Add Another Row to add a

Fiscal Classification. Select the Fiscal Classification Type Code, Fiscal Classification Code, Fiscal Classification Name, and enter the Effective From Effective To dates. Click Remove to remove the row.

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

Adding Addresses

To add addresses, complete the following steps:

1. On the Address Book page, you can search for an address to update or remove. To create a new address, click Create.
2. On the Create Address: Confirm Details page, in the Address Details region, select the Country. This is mandatory.
3. Enter the Address Lines, City, County, State, and Postal Code.
4. Enter the Address Name. This is a mandatory field.
5. Enter the Global Location Number, Addressee, Geography Code Override , and select the Language, and Context Value.
6. In the Contact Details and Purpose region, select the Update to all new sites created for this address check box to use the contact details on all new sites you create for the address. Enter the Phone Area Code and Phone Number. Enter the Fax Area Code and Fax Number. Enter the Email Address and select the Address Purpose.
7. In the Business Classifications region, select the Applicable check box adjacent to the appropriate classifications, and select the Minority Type, if applicable. Enter the Certificate Number, Certifying Agency, and Expiration Date of the Classification. Click Apply.

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

Adding a Contact Directory

To add a contact directory, complete the following steps:

1. On the Contact Directory Page, click Create.

2. On the Create Contact page, select the Contact Title. Enter the First, Middle, and Last Names of the contact. Enter the Job Title, Department, Email Address, and Phone and Fax details of the contact. Enter an Inactive Date to make the contact inactive from the specified date.
3. Select the Create User Account for this Contact check box to create a user account for the new contact.
4. From the Addresses for Contact region, click Add Another Row to add an address for the contact. Click Apply.

Entering Business Classifications

To add business classifications, complete the following steps:

1. On the Business Classifications page, select the Applicable check box for all classifications you require, and select the Minority Type, if applicable. Enter the Certification Number, Certifying Agency, and Expiration Date of the certificate. Select the appropriate status from the list.
2. Click Save.

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

Adding Products and Services

To add products and services, complete the following steps:

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

Entering Banking Details

To enter banking details, complete the following steps:

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

Site.

2. In the Payment Details region, click Add to search, select, and add a bank account.
3. Click Create to create a new bank account.
4. On the Create Bank Account page, the Payee Name, Payee Site, Internal Organization, and Supplier Site Name display automatically.
5. Select the Country from the list. Select the Allow International Payments check box, if applicable.
6. In the Bank region, you can choose from an existing bank or branch, or add a new bank.

If you search for an Existing Bank, then you can search on the Bank Name or Branch Name. The Bank Number, and the Tax Payer ID display automatically. If you search on the Branch Name, the Branch Number, BIC, and the Branch Type display automatically.

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

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

Updating Surveys

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

1. From the Surveys page, click the Update icon adjacent to the survey.
2. Make the necessary updates, and click Apply.

Terms and Control

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

- Accounting, page 3-29
- Tax and Reporting, page 3-29
- Purchasing, page 3-30

- Receiving, page 3-30
- Payment Details, page 3-31
- Relationship, page 3-31
- Invoice Management, page 3-31

Accounting Information

To enter Accounting Information, complete the following steps:

1. On the Accounting page, select the Ledger, Site Status, Site Name, and Operating Unit and click Go to search for a supplier site.
2. The Liability tab displays the Liability Account and description for a supplier site's invoices.
3. The Prepayment tab displays the prepayment information for the supplier.
4. The Bills Payable tab includes details of future dated payments and the future dated payment account you want to use.
5. The Distribution Set. tab includes the default Distribution Set for all invoices entered for the supplier site.

Tax and Reporting

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

1. Enter the Reporting Name. This is the tax reporting name for a supplier subject to United States Internal Revenue Service (IRS) income tax reporting requirements.
2. Enter the four character Name Control for federally reportable suppliers.
3. Enter the Verification Date. This is the date you received tax verification from the supplier.
4. Select the Organization Type from the list. This is the type of enterprise for this supplier.
5. Select the Allow Tax Applicability, Set for Self Assessment / Reverse Charge, and Allow Offset Taxes check boxes as applicable. Select the Tax Classification from the list.
6. Select the Tax Reporting Type Code from the list. The Data Type displays. Select the Reporting Code from the list. The Description displays. Enter the Effective From and Effective To dates. Click Remove to delete the information.

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

Purchasing

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

1. Select the All New Awards or the Create Debit Memo from RTS Transaction check boxes to define award holds, as applicable.
2. In the Search results table of the Supplier Sites region, the application displays the Site Name and the Operating Unit in the Purchasing tab. Select the Ship-To Location, Bill-To Location, and Ship Via values from the lists.
3. In the Self-Billing tab, the application displays the Site Name, Operating Unit, and Pay On date. Select the Alternate Pay Site, Invoice Summary Level, Create Debit Memo from RTS Transaction check box, Gapless Invoice Numbering check box as applicable. The Selling Company Identifier displays automatically.
4. In the Freight tab, the application displays the Site Name and Operating Unit. Select the FOB (Free-on-Board) code for the supplier. Select the Freight Terms, Transportation Arranged, and Country of Origin, as applicable. Click Save.

Receiving

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

1. Select the Enforce Ship-to Location. This determines whether the receiving location must be the same as the ship-to location:
2. Select the Receipt Routing. This is the default receipt routing that you assign to goods.
3. Select a value from the Match Approval Level list to perform online matching of invoices and original purchase orders.
4. Enter a value for the Quantity Received Tolerance. This is the maximum over-receipt tolerance percentage.
5. Select a value for the Quantity Received Exception. This determines how Oracle Purchasing handles receipts that exceed the Quantity Received Tolerance.
6. Enter the Days Early Receipt Allowed and Days Late Receipt Allowed to determine how Oracle Purchasing handles receipts that are earlier or later than the allowed number of days selected.
7. Select the Allow Substitute Receipts and Allow Unordered receipts check boxes as applicable.

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

Payment Details

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

1. In the Payment Method region, select a default, if required, for the payment method. You can also enter an End Date if you require. Alternatively, click Add to add a new payment method.
2. In the Payment Attributes section, enter the Delivery Channel, Bank Instruction, Bank Instruction Details, Settlement Priority, and Payment Text Message in the Payment Delivery Attributes tab.
3. In the Payment Specifications tab, enter the Bank Charge Bearer, Payment Reason, Payment Reason Comments, and Payee-specified Payment Format. Select the Pay Each Document Alone, as applicable.
4. In the Separate Remittance Advice Delivery tab, select the Delivery Method, and enter the E-mail and Fax details. Click Save after entering the Supplier Site details.

Relationship

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

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

Invoice Management

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

1. Select the Invoice Currency.
2. Enter the Invoice Amount Limit.
3. Select the Invoice Match Option.
4. Select the appropriate Hold from Payment check boxes.
5. In the Invoice Payment Terms region, enter the Payment Currency, Payment Priority, Terms, Terms Date Basis, Pay Date Basis, and the Pay Group. Select the Always Take Discount, Exclude Freight From Discount, and Create Interest Invoice check boxes as applicable.

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

Contract Administration

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

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

Protests

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

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

The buyer or contracting professional can enter a protest for a solicitation which has a status of Draft, Published, Amended, etc. That is, a protest can be initiated for a solicitation with any document status. A protest can be initiated for an award that has a status of Approved or has any other post-approval status.

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

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

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

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

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

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

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

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

Click Save or Apply to save your changes. Click the Notify button to inform the required people about the protest that has been entered. You can send notifications to any number of persons / email ids. The Notification Details page displays and you can enter notes as part of the notification. Enter recipients by typing in their names (Person) or email addresses (Email). Click the Send button. You get a confirmation message that the notification was sent successfully.

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

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

Using FAR and non-FAR Transactions

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

within the same operating unit.

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

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

Workload Assignments

Overview

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

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

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

Using Workload Assignments from the Requisitions page

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

Create New Assignment

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

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

If you have specified an Assignment Milestone Template for the workload assignment, the milestones associated to the template are displayed in the Milestones region. Otherwise, you can specify milestones (even without a template) for a workload assignment.

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

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

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

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

Click Apply to save your work and create a new workload assignment. Otherwise click Cancel to discard your changes. If you click Apply, the system updates the suggested

buyer details on all selected requisition lines, and the buyer receives a notification that the new workload assignment has been assigned to him/her.

Click View Buyer Workload to see the buyer workload for all buyers. All buyers are displayed in the View Buyer Workload page, along with the number of assignments they have been given. All workload assignments are summed by currency for a given buyer and the total is displayed in each row for a buyer. If two requisition lines on an assignment have a different currency, there will be two records for the same buyer, each with a different currency. You can search for an individual buyer as well, by using the Buyer LOV, and entering the buyer name in the Search window. The search results display workload assignment information only for that buyer.

Add to Existing Assignment

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

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

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

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

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

Remove Lines from Assignment

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

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

Buyer Workload page

All buyers with active workload assignments are displayed in the View Buyer Workload page, along with the number of assignments they have been given. All workload assignments are summed by currency for a given buyer and the total is displayed in each row for a buyer. If two requisition lines on an assignment are with a different currency, there will be two records for the same buyer, each with a different currency.

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

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

Assignment Summary page

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

All buyers use the Assignment Summary page to search for, and view all assignments. Buyers can update assignments owned by them. Workload administrators can update all assignments.

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

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

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

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

The search criteria provided for the Workload Administrator to find workload

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

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

Click the Update icon for a workload assignment, the Update Workload Assignment page displays. The top region of the Update Workload Assignment page enables you to view the general information of the page such as Start Date, Assignment Milestone Template, Status, Buyer, Estimated Duration (Days), Estimated Completion Date, Actual Completion Date, etc.

If you are a Workload Administrator, an Actions region is displayed. The Action region consists of the Action LOV that has the following values: Cancel, Manually Complete, Suspend, Re-assign. Enter a justification in the Reason field after you have selected an action from the Action LOV.

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

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

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

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

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

Re-assign:

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

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

The Start Date in the Milestones region gets its default value from the assignment start date. The Estimated Days field can be entered by the workload administrator or can be calculated by the system as the difference between the Estimated Completion Date and Start Date. Alternatively, if the workload administrator enters a Start Date and an Estimated Days, the system calculates the value of the Estimated Completion Date field.

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

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

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

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

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

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

Function Security for Workload Assignments

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

For more information, please refer to the *Oracle Contract Lifecycle Management for Public*

Concurrent Program to update Completion Date

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

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

Multiple Awards and Umbrella Programs

Overview

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

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

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

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

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

Guide.

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

In order to create an Umbrella Program, use the relevant CLM Purchasing responsibility to navigate to the Umbrella Programs menu item under the responsibility name on the Home page. Click the Umbrella Programs menu item link to open the Umbrella Program Administration page. Search for an existing Umbrella Program using the Simple Search page. Alternatively, you can create an Umbrella Program by clicking Create. The Create Umbrella Program page displays, enabling you to enter the Umbrella Program details.

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

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

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

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

- File - specify a file name to upload. Enter the file location, or use the Browse button to locate the file.
- URL - enter the URL for a Web page.
- Text - Enter text that is less than 2000 characters. If the text you want to attach is more than 2000 characters, upload it in a file.

From the Document Catalog:

- Use the Search regions to query existing documents.

- Select the Document Name link to view a document before attaching it.
- Select the document(s) to attach.
- Click Apply.

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

Return to the Umbrella Program Administration page to view the Umbrella Program you created. You can also update (using the pencil icon) or delete (using the trashcan icon) the Umbrella Program(s) you created. Click Update to open the Update Umbrella Program page. Except for the Umbrella Program Name (that is a mandatory view-only field), you can go ahead and update any of the fields in this page. Save your changes to return to the Umbrella Program Administration page.

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

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

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

Multiple Awards and Umbrella Programs Scenarios

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

Multiple Awards with Umbrella Program

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

1. The agency creates an Umbrella Program that outlines the procurement and implementation plan for the immunization program.
2. The agency then creates an RFQ (or an RFI, if needed) to arrive at a well-defined set of high-level requirements and identifies a set of suppliers that meet all necessary criteria for the program. For example, the agency identifies 4 suppliers who are capable of supplying the immunization kits, and 3 suppliers who can offer medical services to meet the needs of this program.

3. When a set of suppliers is identified, the suppliers are awarded contracts, which will be in the form of IDVs. All these IDVs are linked to the Umbrella Program created in the previous step. With this step, the agency has made all necessary preparations to meet the needs of the immunization program.
4. When the actual demand comes in, for example, a requisition for immunization kits, the agency creates a Fair Opportunity Notice to re-compete the actual demand among the closed set of suppliers. Since the Fair Opportunity Notice is linked to the Umbrella Program, the system allows you to invite only those suppliers that have IDVs referencing the same Umbrella Program.
5. Suppliers, when submitting quotes for the Fair Opportunity Notice, always refer to their specific IDV.
6. The agency reviews the offers received and identifies the winner(s), who will be asked to meet the specific demand outlined in Step 4 above. An order referencing the IDV is the outcome document that is created, and it refers to the same Umbrella Program.
7. Whenever additional demand comes in, Fair Opportunity Notices are created accordingly for the closed group in order to identify the best supplier(s) that meet the additional requirement.

Multiple Awards without Umbrella Program

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

1. The agency prepares the procurement and implementation plan for the immunization program.
2. The agency then creates an RFQ (or an RFI, if needed) to arrive at a well-defined set of high-level requirements and identifies a set of suppliers that meet all necessary criteria for the program. For example, the agency identifies 4 suppliers who are capable of supplying the immunization kits, and 3 suppliers who can offer medical services to meet the requirements.
3. IDVs are created for each supplier in the set, however, the IDVs are not associated with any Umbrella Program. Please note that in some cases, IDVs are not created in the system, because they are maintained in an external system.
4. When the actual demand comes in, the agency creates a Fair Opportunity Notice to re-compete the actual demand between the closed set of suppliers. The Umbrella Program is not referenced here, therefore the system allows the user to invite any supplier. However, the buyer can select only those suppliers who are eligible to

supply and have an Internal or External IDV with the agency.

5. Suppliers submit their offers, referencing either an internal IDV or an external IDV.
6. Offers are received and evaluated. The winner(s) are awarded the delivery award (Order referencing an IDV).

An Overview of Awards

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

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

- Award
- Negotiated Agreement
- Purchase Order

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

- Delivery Order
- BPA Call

Funding an Award from Requisitions

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

The pre-requisites for this relationship to occur are:

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

Tracking Funds from the Purchase Requisitions in the Awards / Solicitations

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

- $\text{Funds Available} = \text{Funded Value still remaining} > 0$

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

For more information on award lines, please refer to the section Award Lines, page 6-20 in this chapter.

For more information on award schedules, please refer to the section Schedules, page 6-35 in this chapter.

For more information on linking requisition lines to fund award lines / schedules, please refer to the section Linking Requisition Lines, page 6-38 in this chapter.

For more information on distributions, please refer to the section Distributions, page 6-45 in this chapter.

Creating an Award

You can create Awards in CLM in various ways:

- Using Document Builder (AutoCreate) that is available by navigating to: Buyer Work Center > Requisitions > Demand Workbench. Select a Document Type and an Operating Unit in Document Builder. Then select one or multiple purchase requisition lines using the Select column checkbox and click Add to add the selected purchase requisition lines to the Document Builder. Then select an Operating Unit, Supplier and Currency and click Create. This creates an award from the purchase requisition lines.
- By not referencing a requisition and creating an award directly from Buyer Work Center > Awards: Use the Create LOV to select a document style for the award (complex work order, award, purchase order etc.) and click Go. An award is created and is displayed in the Create Awards page with the Header tab displayed.
- Create a requisition in Oracle CLM iProcurement and then create the Award using Document Builder by selecting the created requisition in the Demand Workbench and adding it to the Document Builder.
- From an Offer in CLM Sourcing: Create a solicitation and publish it, then enter surrogate offers for the solicitation. Select the supplier(s) and create the award in the Solicitation, the award is the outcome document.

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

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

Preferences Page

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

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

Document Styles

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

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

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

Award Header

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

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

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

- My In Process Awards - This view displays awards that have a status of In Process.
- My Incomplete Awards - This view displays awards that have a status of Incomplete.
- My Open Awards - This view displays all open awards assigned to the buyer.
- My Approved Awards - This view displays all awards with a status of Approved.
- My Awards with Rejected Acknowledgments - This view displays awards that the Supplier has rejected.
- Personalized Views - You can create your own specialized views that displays only those awards in which you are interested. Click Personalize and the Personalize View page that displays enables you to create new views or modify existing ones.

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

Using Search

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

Actions

You can perform actions on the awards that are listed in the view page or the search results page. For example, if the selected award has a status of Incomplete, some of the actions you can perform on the award are: Delete, Update, Place on Hold, Duplicate with Attachments, Duplicate without Attachments, View PDF, View Requisitions.

Depending on the status of the award, the different actions are displayed in the Select Award LOV. Select an action from the LOV and click Go.

Regions in the Awards Header

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

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

Main region

- **Operating Unit:** An organization that uses Oracle subledgers, such as Oracle Cash Management, Order Management and Shipping Execution, Oracle Payables, Oracle Purchasing, Oracle Receivables, and related products. It may be a sales office, a division, or a department. Operating units are not associated with legal entities. Operating units are assigned to ledgers and a default legal context. Information is secured by operating unit for these applications using responsibilities. Each user can access, process, and report on data only for the operating units assigned to the MO: Operating Unit or MO: Security Profile profile option. The MO: Operating Unit profile option only provides access to one operating unit. The MO: Security Profile provides access to multiple operating units from a single responsibility. You can define operating units from the Define Organization window in Oracle HRMS or from Accounting Setup Manager in General Ledger.
- **Effective Date:** This is the date on which the award becomes effective. If left blank, it defaults to the current date upon finalization.
- **Source IDV:** If the award has been created with reference to an IDV, you select the Source IDV number from the LOV.
- **Umbrella Program:** This is a read-only field that displays the Umbrella Program title. When an order referencing an IDV is created, the Umbrella Program associated with the IDV is shown in this field. When the award (order referencing the IDV) was created, the details of the Umbrella Program associated with the IDV is stored along with the award information and is not changed on the award, even though the Umbrella Program information may change over a period of time.
- **Fair Opportunity Reference:** If the award is an outcome document of a Fair Opportunity Notice, the Fair Opportunity Notice number is displayed in this field. When the outcome award is automatically created as a result of the solicitation

process, the Fair Opportunity Reference field is populated by default with the Fair Opportunity Notice number. When the Fair Opportunity Notice has no lines, an outcome award is not created automatically. In such a situation, you need to create the award and select a Fair Opportunity Notice number from the LOV.

- **Award:** The award number is defaulted on this field by the automatic numbering functionality. The award number consists of segments separated by a delimiter (such as hyphen), for example, MAS123-10-C-0001. You can change the value of the segments if required. To change the value of the segments, click the Edit Document Number link below the Award field. A popup displays with the segments and you can update the values. When saving the Award, the Award Number also gets saved with the rest of the data. When canceling the Award, the Award Number does not get saved or allocated to the Award. When you submit the Award for approval, the award number gets saved and is no longer editable. For more information on Document Numbering, please refer to the Document Numbering section in this guide.
- **Status:** When the award is being created, the default status is Incomplete. It may change to other statuses such as In Process, Approved, On Hold, Requires Reapproval, etc., depending on how the award is processed.
- **Undefinitized:** This field tells you if any line on the award is undefinitized, if so, the value of this read-only field changes to Yes. By default, the value of this field is No.
- **Total:** This field displays the award value including option lines.
- **Total Excluding Options:** This field displays the award value without calculating the value of the option lines.
- **Undefinitized Total:** This read-only field calculates the total undefinitized amount on all the lines of the award. When an approved modification is merged with the award, this field gets updated automatically.
- **Total Fund Value:** This field displays the total funded amount for all the distributions in the award.
- **Supplier/Supplier Site/Supplier Contact:** Select a supplier, supplier site and contact information from the LOVs. A warning message is displayed if the buyer tries to validate an award where the supplier is marked as debarred. However the buyer can continue with the transaction.
- **Buyer:** Select a Buyer from the LOV.
- **Contracting Officer:** Select a Contracting Officer's name from the search LOV, if a name is not already defaulted from the Preferences page.

Award Administrator: This is an internal person responsible for the administration

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

- **External IDV Number:** This is a free-text field that captures the contract or government schedule number when the contract is maintained in a system external to CLM. This field provides the reference contract number under for which terms and conditions, pricing or other conditions apply to this contract / order. This is for contracts that are externally maintained and for which there is no entry in CLM. The CLM award number does not depend upon this reference number.
- **Standard Form:** The Standard Form LOV lists all the standard form options that are applicable to the document type. This list consists of the Standard Form values configured on the Document Style page for the given document type. The values below are applicable to Awards:
 - SF26
 - SF33
 - SF252
 - SF1442
 - SF1447
 - SF1449
 - DD1155
 - OF347

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

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

The value of the field defaults to blank when you first open the award header page.

This field must be entered if the View PDF action is to be executed. The field will remain editable to you when the status of the document is Draft. The field will remain read-only when the status of the document is Approved.

- **Confirming Order:** Select Confirming Order to indicate that this order is confirming a previous informal order with the supplier.
- **Control Type:** Select Contingency Contract or Obligation Document or none from this list of values. If you select Contingency Contract to indicate that this award is created for contingency / emergency situations, some of the data is prefilled for you.

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

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

Terms region

- **Contract Financing:** Contract financing activities/tasks take place when the Contracting Officer provides some form of financial assistance to the contractor/vendor during contract execution or performance. This financial assistance may or may not be in the form of payments to the contractor, however, assistance such as loan guarantees may be provided. Select one of the following from the Contract Financing list of values:
 - None (Blank)
 - Advance Payment
 - Customary Contract Financing
 - Interim Payments
 - Loan Guarantee
 - Performance Payments
 - Private Financing without Government Guarantees

- Progress Payments
- Unusual Contract Financing
- Bilateral Indicator: This is an indicator stating that the award is bilateral, that is, both the government and vendor parties must sign before the award is considered legally binding. If the award selected as bilateral, then there must be a record of having received vendor signature or acknowledgement of the award before finally approving it in CLM. If the award is listed as bilateral, then the vendor signatory information must be completed before finally approving it in CLM. The seeded values for this field are None, Proxy Signature and Signature.
- Number of Signed Copies: If the supplier is required to sign the award, this free-text field indicates the number of (hard copy) copies to return to the contracting office.
- Payment Instruction: Using the Payment Instruction list of values, the Contracting Officer defines the sequence in which the funds in the contract have to be utilized by the Payment Officer. The Payment Instruction LOV consists of the following values:

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

Payment Instruction	Description
By Proration	If there is more than one ACRN in an award line, then all ACRNs will be used in the ratio of the funds currently un-liquidated for each ACRN.
By Cancellation Date	If there is more than one ACRN in an award line, then payment will be made using the ACRN with the earliest cancellation date first.

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

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

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

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

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

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

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

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

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

Business Priority and Project Information region

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

Award Categorization region

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

indicates the level of delivery urgency.

Competitive Information region

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

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

SF1442 Information region

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

- **Bond Required:** Designates whether one or more bonds is required throughout the life of the project. Prints in block 12a of SF1442.
- **Bond Days:** Number of days that the contractor has to furnish bonds. Prints in block 12b of the SF1442.
- **Days to Start:** Number of days the contractor has to start the construction project. Prints in block 11 of the SF1442.
- **Days to Complete:** Number of days the contractor has to complete the overall construction project. Individual lines may have their own delivery dates and / or period of performance, but the overall total number of days anticipated is captured here. Prints in block 11 of the SF1442.
- **Period Status:** Indicated whether the number of days to start/complete is mandatory or negotiable. Prints in block 11 of the SF1442. The available values are: Mandatory, Negotiable.
- **Period Reference:** If the period above is negotiable, text in this field refers to the location in the solicitation / or IDV document that describes the flexibility. Prints in block 11 of the SF1442.
- **Work Description:** Text area where the buyer can provide summary information about the work and reference attachments that more fully describe the work. Purely informational from the buyer to the contractor. Prints in block 10 of the SF1442.

SF252 Information region

- **Administrative Accounting and Appropriation Data:** This text field enables you to type information that is administrative in nature. It is a local use field that will get populated differently by each user and each site. It prints in block 9 of the SF252 form.
- **Contract Amount:** The total amount of the contract, written out in words as if you were writing a check for that amount. Applies only to the SF252. Prints in block 7 of the SF252 form.
- **Negotiation Authority:** FAR or other regulatory citation that defines the authority under which the government is allowed to enter into this contract. You can enter a value in this field. It prints in block 8 of the SF252 form.
- **Contract For:** Enter data in this field to describe the general description of the supplies and services to be provided. Specific line item data will print in the continuation pages after the SF252 face page. Prints in block 6 of the SF252 form.
- **Relevant Clauses and Document List:** This is a text field that describes or elaborates

information on any attachments, clauses, or other relevant details. Specific clause and attachment data will print in the continuation pages after the SF252 face page. Prints in block 10 of the SF252 form.

Attachments

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

1. Select a Category from the list of values. The Category defines the purpose of an attachment, and controls which forms or pages can access it.
2. Select the attachment Type:
 - File - specify a file name to upload. Enter the file location, or use the Browse button to locate the file.
 - URL - enter the URL for a Web page.
 - Text - Enter text that is less than 2000 characters. If the text you want to attach is more than 2000 characters, upload it in a file.
3. From the Document Catalog:
 - Use the Search regions to query existing documents.
 - Select the Document Name link to view a document before attaching it.
 - Select the document(s) to attach.
 - Click Apply.

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

To view an attached document

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

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

To edit an attachment

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

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

Copying Attachments

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

Address and Supplier Details

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

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

- Issuing Office: The Issuing Office is responsible for completing the award. The Issuing office is also often used as a reporting field to aggregate spending or contract actions, workload, etc. across organizations. Changing the Issuing Office

from the original award changes the value for the conformed award. On a Modification there is Modification Issuing Office field that indicates the contracting office that is creating the Modification document. The Modification Issuing Office is specific to the modification only and does not affect the Issuing office for the overall award. The address detail elements of the Issuing office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, Country. You can enter a default Issuing office that will populate the award upon creation but can be changed later.

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

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

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

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

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

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

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

used.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Supplier Details region in the Address and Supplier Details tab

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

- **Supplier Identification Codes:** these codes are used to identify a supplier and are entered in the supplier profile:

- DUNS
- DUNS+4
- CAGE
- TIN Number
- Local Codes
- Socio Economic Data
- Doing Business As
- Physical Address
- CCR Registration Indicator
- CCR Registration Status

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

Award Lines

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

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

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

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

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

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

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

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

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

For more details on the various Contract Types and their formulas, please refer to the Appendix - Common CLM Functionality, page B-9.

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

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

When the award is approved, the contract type and cost constraint along with the related pricing elements / attributes cannot be updated in any way. If any of these fields need to be changed, a modification document needs to be created. For more information on Modifications, please refer to the Modifications chapter, page 10-1 in this guide.

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

option line without a base line.

To create option lines, you can start by creating a regular line and then select the Option checkbox while entering line details. You can also choose to associate the option line to a base line by entering a base line. Alternatively, you can directly create option lines linked to a base line by clicking the Option + icon on the base line.

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

You can also perform actions such as Update, Duplicate and Delete for each line. The Delete Action deletes a line from the award. If you are deleting a CLIN that has SLINs associated to it, the entire CLIN/SLIN structure is deleted. If you delete a SLIN only, the SLINs below it move up one level in the structure for that CLIN/SLIN hierarchy.

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

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

The Duplicate action makes a copy of the line and places it below the original line.

The Update action enables you to view the Update Line page and enter/edit additional line information.

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

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

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

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. If the line being updated is an Option CLIN, the base line LOV displays all regular CLINs in the document. If the line being updated is an option SLIN, the base line LOV displays all regular SLINs within the same CLIN/SLIN structure.

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

Option Dates are mandatory fields.

Line Level Actions

Copy Lines action

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

- Copy CLINs with associated SLINs - use this 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, 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 D-1.

Undefinitized Details region

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

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

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

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

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

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

- Planned Definitization Date
- Undefinitization Description

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

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

If you copy undefinitized lines, the undefinitized portion of the lines don't get carried over. In case of quantity based lines, the quantity and price information will get copied over and the line will be created as a definitized line. In case of amount based line, the

undefinitized portion would be discarded and only the pricing attribute values would get copied over. In this case, the line again gets created as a definitized line.

When creating a line via AutoCreate (Demand Workbench), the newly created lines have the Undefinitized checkbox unselected, that is, definitized lines are created via AutoCreate.

Additional Item Information region

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

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

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

- **Manufacturer Name:** The name of the manufacturer by whom the goods are made. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- **Manufacturer Part Number:** The part number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- **Supplier Part Number:** The part number as given by the supplier for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- **Product/Catalog Number:** In the case where a manufacturer provides a catalog from which goods can be purchased, this is the product/catalog number associated to the item being requested. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- **Drawing Number:** The drawing number as given by the manufacturer/vendor for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- **Specification Number:** The specification number as given by the manufacturer/vendor for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- **Serial Number:** The serial number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail helps to ensure that the correct item is procured.
- **Piece Number:** The piece number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- **Model Number:** The model number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- **Item Long Description:** In cases where the Commodity or Service Name / short description field does not provide enough space for the item/service being requested, the Item Long Description field is used to enter additional descriptive text. The text entered within this field is carried forward to subsequent transactions. This is the description of what the government is procuring.

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

Inspection and Acceptance Information region

The Inspection Information region consists of the following fields:

- **Inspection Responsibility:** This field identifies whose responsibility is to inspect the good. This could either be carried out by the government agency, the contractor or another party. The user is responsible for determining whether the goods/services will be inspected by the government representative or whether the contractor is responsible (usually through pre-established methods agreed upon by the government).
- **Inspection Level:** This is a one or two character integer describing the level of inspection for the item. This field is intended to record one of the industry standard levels (originally based on the MIL-STD-105E) that should be used when completing the inspection. This field is informational only.
- **Inspection Location:** This field identifies whether the location of inspection is a Destination, Source, or other facility. This field is carried forward to all subsequent documents include receipt and invoice if applicable.
- **Inspection Address:** After an item has been shipped, it must be inspected for

missing parts/damage and to ensure it is the correct item that was requested. The Inspection Address is a text box that enables you to indicate the location where the inspection of the item is to take place.

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

Federal Customer Designation region

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

- FSC/PSC: The Federal Supply Classification (FSC) is a set of codes designed to help the federal government in supplying operations.
- MDAPS/MAIS: Major Defense Acquisition Programs/ Major Automated Information System Acquisition Programs.
- NAICS: The commodity group (defined by the NAICS) under which the item can be classified.
- Customer Project Code: This identifies PRs created for special programs, exercises, projects, operations, or other purposes. Sites can establish their own set of codes and use them to identify and group PRs. It is used to capture the Construction Project Number for the SF1442 (block 6).
- Customer Project Text: Text Description of the selected project code. It is used to capture / map the A&E Project Title and Location for the SF252 form and the Project number for the 1442 form as well.
- Program Code: Allow the user to select from established Program Codes. Programs are also agency-defined and can be used to group and report purchases under a particular program.

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

Shipping region

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

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

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

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

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

Global Updates for Award Lines

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

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

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

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

ELINs and CDRLs

Lines Summary page

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

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

There are 2 ways you can create an exhibit line:

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

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

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

Use the Manage Exhibits action in the document level Actions LOV to associate the Exhibit lines with CLINs or SLINs. You can reference a single Exhibit to a CLIN or a SLIN at a time. Priced CLINs can be linked to Not Separately Priced ELINs and Not Separately Priced CLINs can be linked to Priced ELINs. CDRLs can be linked to either priced or Not Separately Priced CLINs. Thus, even if one line is priced, the exhibit is considered to be priced.

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

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

Line Details page

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

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

Other Considerations

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

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

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

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

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

Creating and Managing CDRLs

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Escalate after Due Date: The recipients of this notification are the Escalation Contact and the Requester. If you enable this notification, you must specify the Escalation Contact, and the number of days, weeks, or months until the escalation should occur.

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

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

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

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

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

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

with exhibits. Select a line from the search LOV and associate it to the exhibit.

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

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

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

Organize Lines

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

The Organize Lines page consists of 2 regions: Current Structure (source) and Target Structure (destination). Select one or more lines by clicking on the Select 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 Lines page. The Lines

page displays, showing you the new structure of the lines.

Schedules

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

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

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

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

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

The Schedules page enables you to enter the following information:

- **Need-By Date:** this is the date when the items are required.
- **Period of Performance:** for service lines, this is the time period (start and end date) in which the service will take place. A line may not have both a Need-By date and a period of performance.
- **Ship-To Address:** this is the location to which the goods are requested to be delivered. It should be a selection of available fields (Name, Address, City, State, Zip, Country, Contact, E-mail, Phone).
- **Ship-To Contact:** Select a Ship-To Contact value from the LOV as part of entering the shipping details. Similar to other contacts (such as COTR Office Contact or Issuing Office Contact), the Ship-To Contact enables you to select a person as a ship-to contact.
- **FOB Indicator:** this indicates broad category (destination or origin) and/or specifics (e.g., FOB inland point country of importation, etc.) dealing with where the goods are delivered 'free on board'. This indicator drives the selection of particular clauses

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

- Charge Shipping To: user enterable text field describing the shipping charges. Shipment Mode: selection of established reference shipping modes (e.g., air, air freight, air express, etc.).
- MILSTRIP: 80 character string concatenating various piece of information and used in several legacy operations across the DoD. MILSTRIP is an acronym for Military Standard Requisitioning and Issue Procedures, a manual is available online.
- Additional Markings Text: a text field for indicating other markings on the shipment.
- Transportation Priority: Indicator assigned to eligible traffic that establish its movement precedence. Appropriate priority systems apply to the movement of traffic by sea and air. In times of emergency, priorities may be applicable to continental United States movements by land, water, or air.
- Transportation Control Number (TCN): The TCN is a 17-character data element assigned to control and manage every shipment unit throughout the transportation pipeline. The TCN for each shipment is unique and not duplicated.
- Precious Metal Code: selection from available precious metal codes, if applicable.
- HAZMAT: a four character alphanumeric field describing the hazardous material, if applicable.

Shipping region

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

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

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

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

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

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

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

- **Period of Performance Start Date:** The Period of Performance (POP) is specified for services. This field defines the period in which the service will be provided. Both a start and end date must be specified. This is the contractual start date that the vendor must perform the services.
- **Period of Performance End Date:** The Period of Performance (POP) is specified for services. The POP defines the period in which the service will be provided. Both a start and end date must be specified. This is the contractual date that the vendor must conclude the services.

Period of Performance Dates Validation for Severable Services

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

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

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

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

- Using the distribution details page, identify the fund account from the funds segment of the PO charge account for each schedule.
- Based on the fund account and its treasury account symbol, identify the fund as

Annual Appropriation or Non-Annual Appropriation.

- If the Fund is Non-Annual Appropriation and the Period of Performance End Date is greater than the Fiscal Year end date (identify the fiscal year end date based on the Earliest Start Date), an error displays, provided the POP Exception Reason field is blank.

Global Updates for Schedules

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

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

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

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

Linking Requisition Lines

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

Important: Award or Modification lines may have distributions already created. Check if the Type for the Distribution is Inventory or Expense. If the Distribution Type is Inventory, you may not link the award or

modification line for linking to a requisition line.

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

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

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

Select at least one line or shipment that you wish to link using the Select checkbox and then choose Link to Requisition Lines from the Actions LOV and click Go.

Please note that in case of modifications:

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

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

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

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

modification come from MIPR-Others lines, they will show up as available for linking.

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

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

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

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

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

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

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

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

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

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

- When the Total Distribution Amount Required is less than the Total Funds Available: In such a scenario, the Total Funds to Use is calculated to ensure that Total Funds to Use is equal to Total Distribution Amount Required. Thus, Funds to Use = Total Distribution Amount Required * (Funds Available/ Total Funds Available). This formula ensures that that the Funds to Use across the distributions are pro-rated in the ratio of their respective Distribution Amounts and would ensure that Total Funds to Use = Total Distribution Amount Required.
- When Total Distribution Amount Required is equal to Total Funds Available: The scenario is that the total distribution amounts required for the selected schedules are equal to the total funds available. Thus, the Funds to Use is the same as Funds Available at each distribution. Therefore, Funds to Use = Funds Available.
- When Total Distribution Amount Required is greater than Total Funds Available: The scenario is that the Total Distribution Amount required for the selected schedules are greater than the Total Funds Available. This indicates that there are insufficient funds to fully fund the selected award schedules. In such situations, the Funds to Use is the same as the Funds Available at each distribution.
- In the above scenarios, either the system or the user ensures that Total Funds to Use is less than or equal to the Total Distribution Amount Required.

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

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

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

Re-creating Distributions

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

When using Re-Create Distributions, please ensure the following:

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

Preview of new distributions for selected Award Lines/ Schedules region

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

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

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

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

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

The above table shows Total Funds to Use (TFU) = 15000 > Total Distribution Amount Required = 10000. In order to compute Funds to Use, the system ensures that the Total

Funds to Use = Total Distribution Amount Required in this case. The Funds to Use are computed as below:

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

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

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

Preview of new Distributions for selected Award Lines/Schedules:

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

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

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

$$7500 \text{ (Funded Value)} = 7500 \text{ (same as the Award distribution's DA)}$$

$$2500 \text{ (Funded Value)} = 2500 \text{ (same as the Award distribution's DA)}$$

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

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

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

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

Distributions

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

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

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

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

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

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

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

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

displays in place of the PO Charge Acct.

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

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

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

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

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

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

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

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

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

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

Funding an Award Line

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

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

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

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

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

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

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

award or modification.

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

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

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

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

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

Funds Validation

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

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

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

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

is exceeded.

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

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

Global Updates for Distributions

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

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

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

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

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

Update FPDS-NG Reporting Information action

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

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

Please refer to the chapter Federal Procurement Data System – Next Generation (FPDS-NG), page 13-1 for more information.

Integration with FedBizOpps

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

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

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

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

Justification and Approval (J&A) is a document required to justify and obtain

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

The Justification and Approval Notice needs to be posted by the contracting officer / contracting professional using the action Post J&A to FedBizOpps in the Actions LOV in the award or IDV pages. J&A notices may or may not have an associated solicitation. You may not post this notice for modification documents. This action is always available for draft awards or IDVs, and also on approved awards or IDVs provided the J&A has not been posted to FedBizOpps or the post was unsuccessful. It is possible that data changes for key J&A fields can occur between the draft and approved awards or IDVs. In such a situation, you need to make the changes directly to FedBizOpps and the system will not validate these updates.

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

Warrants for Awards

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

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

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

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

- Type 1
- Type 2

- Type 3
- Type 4
- Type 5

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

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

Enforcing Warrants for an Award

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

amount of the award and the total warrant amount, etc are carried out. If any of the validation checks fails, an error message is displayed and you need to make the necessary corrections in order to proceed.

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

Approving an Award

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

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

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

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

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

Purchasing performs a submission check on all documents that successfully complete a status check whenever you perform or attempt an approval action. The submission check verifies that all mandatory fields have been entered and that various quantities, amounts, and dates are within prescribed ranges or limits. If your document fails any of the submission check rules, Purchasing automatically brings you to the Approval Errors

window where you can review the cause(s) of failure. You can then return to the document entry window to make required corrections.

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

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

Electronic Signature for an Award

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

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

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

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

Electronically Signing Awards by Supplier and Contracting Officer

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

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

1. The supplier will sign the document electronically via iSupplier Portal. After the supplier signs the document, you (the Contracting Officer) need to navigate to the Notifications Summary page.
2. Open the notification that requests your signature. The Notification page requires you to Accept or Reject the document. Enter an acceptance or rejection reason in the Response region and then click Accept if you wish to accept the document, otherwise click Reject or Reassign (to reassign to another Contracting Officer).
3. On accepting, the Notifications page prompts you for your user name and password to complete the electronic signature process.

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

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

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

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

1. The buyer opens the notification and signs on behalf of the supplier. The notification requesting your (buyer's) signature displays in the Open Notifications view in the Notifications Summary. The sender of this notification is the supplier user, on whose behalf the you will be signing.
2. Enter relevant values in the Response region (for the following fields: Comments, Supplier Contact Name, Supplier Title, Signed Date).
3. On accepting (you can reject or reassign as well), you need to enter your user name and password in order to complete the proxy signature process.

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

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

1. Login as the Contracting Officer and use the appropriate Purchasing responsibility. Navigate to the Notifications Summary page.
2. The Notifications Summary page shows you the notification requesting your signature. Click on the notification link or select the checkbox next to the notification link and then click Open.
3. The Notification Details page displays the supplier and buyer names. Additionally, you can enter a reason for accepting or rejecting the CLM document. You can perform the following actions with respect to the document: Accept, Reject, Forward, Reassign.
4. If you click Accept, the Sign Notification page displays, where you (as the Contracting Officer) need to enter your user name and password in order to complete the electronic signature process. Enter your user name and password in the fields indicated, and then click Sign.
5. The status of your CLM document should be Approved and the Acknowledgement column should display the value Accepted.
6. Click the Accepted link in the Acknowledgement column to display the Acknowledgement History page. Click each or any of the e-Signature icons in the Acknowledgment History page to open the Electronic Records and Signatures: E-record details page. This page displays the signature, acknowledgement and other details pertaining to the signature action.

Update Approved Award without a Modification

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

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

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

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

select the Internal to Purchase Order category.

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

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

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

Closeout of Awards

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

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

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

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

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

physically complete when -

1. The agency has given the contractor a notice of complete contract termination; or
2. The contract period has expired.

- **Administratively Complete:** A contract will go through the administrative closeout process after it is considered physically complete. A contract is administratively complete once the contract administration office has gone through the closeout procedures as outlined in FAR 4.804-5 which includes completing the contract closeout checklist and contract completion statement.
- **In Closeout:** Contracts in which contract administration personnel have initiated the closeout process, but the contract is not physically or administratively complete. The document status will be In Closeout when the Checklist tasks are completed and the Contract Completion Statement is pending to be signed by Administration Office.
- **Closed out:** The contract closeout procedures have been completed for the contract and it is considered both physically and administratively complete. At which point, it is closed for further action and can only be accessed in a read-only state. If additional actions are required, it would need to first be reopened. The Reason field is enabled and is a required field only for the Closed out value.

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

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

Contract Completion Statement.

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

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

The automatic process consists of the following steps:

- The Automatic closeout process begins with querying for contract documents that are eligible for closeout. The contract documents that are fully received, invoiced and paid are also considered for closeout. In addition, the available contracts for automatic closeout will not include the documents that fall in any of the categories

specified below:

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

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

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

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

Manage Closeout

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

The Closeout page consists of the following regions:

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

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

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

Contract Completion Statement Details: Select Yes from the Contract Completion Statement Required list of values if you need a contract completion statement and signatures from the administration contract office and the purchasing contract office. Additionally, if you select Yes for the E-Signature Contract Completion Statement, the fields for e-signature display. You need to specify if you will sign the Contract

Completion Statement (value selected is Self in the Administration Office Signature and Purchasing Office Signature fields) or sign on behalf of the contracting officer (value selected is Acknowledge in the Administration Office Signature and Purchasing Office Signature fields). Select values for the Administration Office Signing Authority and Purchasing Office Signing Authority from the search LOVs. Optionally, enter comments in the text boxes as required.

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

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

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

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

- Excess Fund Amount

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

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

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

- File - specify a file name to upload. Enter the file location, or use the Browse button to locate the file.
 - URL - enter the URL for a Web page.
 - Text - Enter text that is less than 2000 characters. If the text you want to attach is more than 2000 characters, upload it in a file.
3. From the Document Catalog:
- Use the Search regions to query existing documents.
 - Select the Document Name link to view a document before attaching it.
 - Select the document(s) to attach.
 - Click Apply.

Save your work in the Closeout page. The attachments are not added until you save your work.

Closeout Actions

The actions you can perform on a Closeout document are:

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

will be prompted to open or save the Checklist PDF. Click Save if you require to store a copy of the PDF in your local drive.

- Click Submit to proceed with the closeout. You receive a warning message, stating that Receipts, Invoices and Payments have not taken place. Click Yes if you wish to proceed and No if you do not want to proceed.

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

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

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

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

Closeout Signatures

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

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

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

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

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

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

Verify Vendor Eligibility

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

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

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

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

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

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

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

Wage Determination

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

Wages determined by Wage Determinations may vary based on the nature of the work and the place where the service is performed.

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

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

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

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

Complex Work Orders

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

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

- A Progress Payment Schedule is an industry term that represents a schedule of services and work components required to complete a complex services contract. Each of these service components are typically associated with payments. Specifically in the Construction Industry, the Progress Payment Schedule is also referred to as the Schedule of Values.
- Progress Payments are payments released for work partially or fully completed on a Progress Payment Schedule.
- A Pay Item refers to a specific work or service component of the Progress Payment Schedule. It describes the work or service that needs to be completed, and the payment amount associated with that work or service. So a Progress Payment Schedule basically consists of several pay items. There are different types of pay items – Rate, Lumpsum and Milestone.
- Progress Payment Rate is a payment term used on cost reimbursement contracts. On these contracts progress payments released to the Contractor are based on the costs incurred by the contractor during the execution of the contract. The progress payment rate is used on these contracts to compute the reimbursement amount based on the cost incurred by a contractor. The Progress Payment Rate is usually negotiated between the Buying Organization and the Contractor.
- Contract Financing is often used on Public Sector Contracts. It is a payment arrangement for funding or financing a supplier when the upfront costs for initiating a contract are large or beyond the means of the supplier. These financed payments are like loans to the Supplier and are recouped or liquidated from subsequent payments made for deliveries on the Contract.
- An Advance is a type of Contract Financing Payment, and is usually released before any work or service has been performed on the contract. It is often used to offset some of the upfront costs associated with initiating work on the contract.
- Recoupment is closely related to Contract Financing, and is used when Contract financing is used on the contract. When Contract Financing Payments are released they need to be liquidated, since they are basically loans. Recoupment refers to the liquidation of previously released financing payments. This liquidation is done from payments released for the delivery of services.
- Recoupment is quantified in the form of a Recoupment Rate. This term represents a rate (as a percentage) that is applied to Invoices submitted by the Supplier for the delivery of services specified on the contract. This rate determines the fraction of the Invoice Amount used towards recoupment of previous financing payments. The Recoupment Rate is usually negotiated between the Buying Organization and the Contractor.

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

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

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

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

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

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

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

After the work progress is approved, the contractor submits an Invoice for payment. Complex Payment Terms specified on the contract are now used to calculate the

payment due to the contractor. Previous contract financing payments, if any, can be recouped, and applicable retainage can be withheld before a payment is made to the contractor.

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

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

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

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

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

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

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

CLIN numbers are always 4 digit numeric values that fall in the range 0001-9999.

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

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

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

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

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

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

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

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

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

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

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

Complex Payment Terms for Financing, and Retainage are captured on the line. In our example for Financing, you can enter the Advance Amount, Recoupment Rate,

Maximum Retainage Amount and the Retainage Rate. Please note that the advance amount cannot be more than the funded amount for the line. These terms defined here apply uniformly to the entire progress payment schedule of this line, that is, the Retainage Rate of 10% is applied to all invoices submitted against pay items of this line. Similarly, the Recoupment Rate of 10% is applied to all Invoices submitted against pay items of this line.

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

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

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

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

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

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

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

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

For more information on linking pay items to requisition lines for funding, please refer to the section Linking Requisition Lines, page 6-38 in the Awards chapter.

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

For more information on creating default distributions, please refer to the section Distributions, page 6-45 in the Awards chapter.

iSupplier Portal offers several features to the supplier that provide capabilities to track,

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

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

Global Updates for Complex Work Orders

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

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

Indefinite Delivery Vehicles (IDVs)

Overview of IDVs

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

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

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

Creating an IDV

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

- Using the IDVs tab in Buyer Work Center and selecting a document style in the Create LOV and then clicking Go. An IDV created in this way does not reference any other CLM document.
- By referencing an Offer that has been created in Oracle Sourcing: A published Solicitation is a pre-requisite for this task, you can award a selected offer to the supplier by selecting the offer and awarding it; specifying the outcome document as an IDV will create an IDV in CLM from the offer information.

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

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

Setting up IDVs

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

IDVs in Buyer Work Center

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

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

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

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

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

Using Search

Click Search to find specific IDVs. The search criteria fields for finding an IDV are: IDV,

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

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

Actions on IDVs

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

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

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

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

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

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

Preferences Page

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

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

Document Styles

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

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

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

IDV Header

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

- **Operating Unit:** An organization that uses Oracle subledgers, such as Oracle Cash Management, Oracle Order Management and Shipping Execution, Oracle Payables, Oracle Purchasing, Oracle Receivables, and related products. It may be a sales office, a division, or a department. Operating units are not associated with legal entities. Operating units are assigned to ledgers and a default legal context. Information is secured by operating unit for these applications using responsibilities. Each user can access, process, and report on data only for the operating units assigned to the MO: Operating Unit or MO: Security Profile profile option. The MO: Operating Unit profile option only provides access to one operating unit. The MO: Security Profile provides access to multiple operating units from a single responsibility. You can define operating units from the Define Organization window in Oracle HRMS or from Accounting Setup Manager in General Ledger.
- **Effective Date:** This is the date that the IDV is effective. It is different from the IDV finalization date in that it can be a past, current, or future date.
- **IDV:** The IDV number is defaulted on this field by the automatic numbering functionality. The IDV number consists of segments separated by a delimiter (such as hyphen), for example, MAS123-10-C-0001. You can change the value of the segments if required. To change the value of the segments, click the Edit Document Number link below the IDV field. A popup displays with the segments and you can update the values. When saving the IDV, the IDV Number also gets saved with the rest of the data. When canceling the IDV, the IDV Number does not get saved or allocated to the IDV. When you submit the IDV for approval, the IDV number gets saved and is no longer editable. For more information on Document Numbering, please refer to the Document Numbering appendix in this guide.
- **Umbrella Program:** While creating Outcome Documents in Oracle CLM Sourcing, an Umbrella Program may be specified. This selected Umbrella Program is defaulted on the IDV, however, the Umbrella Program field is an LOV and you can change the associated Umbrella Program name anytime before the IDV is approved. When auto-creating the outcome document (IDV), the system associates the Umbrella Program on the solicitation to the IDV. After the draft IDV is created, the buyer is allowed to change the Umbrella Program (in the same way any other field on the draft document can be updated). If the buyer opts to change the Umbrella Program, the system associates the newly updated Umbrella Program to the IDV.

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

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

- **Status:** When the award is being created, the default status is Incomplete. It may change to other statuses such as In Process, Approved, On Hold, Requires Reapproval, etc., depending on how the award is processed.
- **Supplier/Supplier Site/Supplier Contact:** Select a supplier, supplier site and contact information from the LOVs. A warning message is displayed if the buyer tries to validate an IDV where the supplier is marked as debarred. However the buyer can continue with the transaction.
- **Buyer:** Select a Buyer from the LOV.
- **Contracting Officer:** Select a Contracting Officer's name from the search LOV, if a name is not already defaulted from the Preferences page.
- **External IDV Number:** This is a free-text field that captures the contract or government schedule number when the contract is maintained in a system external to CLM. This field provides the reference contract number under for which terms and conditions, pricing or other conditions apply to this contract / order. This is for contracts that are externally maintained and for which there is no entry in CLM. The CLM award number does not depend upon this reference number.
- **Supplier Offer Number:** This is the vendor's identifier for their offer that is being awarded in Oracle Sourcing.
- **Award Administrator:** Point of contact from the Administration Office for the direct person responsible for this IDV. The contact-related fields that are defaulted are: Name, Telephone Number, Email address. The award administrator field is also defaulted, however it can be changed in the IDV. The contact details are retained when the IDV is finalized, and these details do not change on the IDV even if the master data changes over a period of time. This field is also used to determine which office must be contacted in order to get updated status on an IDV (audit, modifications, etc.)
- **Total Amount (with Options):** System calculated value of total amount of all line items on the IDV including option lines.
- **Standard Form:** The Standard Form LOV lists all the standard form options that are applicable to the document type. This list consists of the Standard Form values configured on the Document Style page for the given document type. The values below are applicable to IDVs:
 - SF26
 - SF33

- SF252
 - SF1442
 - SF1447
 - SF1449
 - DD1155
 - OF347
- When you select a standard form type (this is a mandatory field), the corresponding fields display in a header region. For example, you have selected SF252, the SF252 fields are displayed in a region called SF252 Information in the header tab.
 - Document Format: The Document Format LOV lists the various applicable document formats. This list consists of the Document Format values configured on the Document Style page for the given document type. The following formats are applicable for IDVs:
 - UCF - Unified Contract Format
 - COM - Commercial
 - CSI - Construction

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

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

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

Terms region

- Contract Financing: Contract financing activities/tasks take place when the Contracting Officer provides some form of financial assistance to the contractor/vendor during contract execution or performance. This financial assistance may not be in the form of payments to the contractor, however, assistance such as loan guarantees, advances may be provided. Select one of the following from the Contract Financing list of values:

- None (Blank)
 - Advance Payment
 - Customary Contract Financing
 - Interim Payments
 - Loan Guarantees
 - Performance Payments
 - Private Financing without Government Guarantees
 - Progress Payments
 - Unusual Contract Financing
- **Bilateral Indicator:** This is an indicator stating that the IDV is bilateral, that is, both the government and vendor parties must sign before the IDV is considered legally binding. If the award selected as bilateral, then there must be a record of having received vendor signature or acknowledgement of the award before finally approving it in CLM. If the award is listed as bilateral, then the vendor signatory information must be completed before finally approving it in CLM. The seeded values for this field are None, Proxy Signature and Signature.
 - **Number of Signed Copies:** If the supplier is required to sign the IDV, this free-text field indicates the number of (hard copy) copies to return to the contracting office.

Award Categorization region

The Award Categorization region provides additional details about the IDV.

- **No Competition Reason:** Selection of valid reasons for not competing the IDV openly. The federal government is required to compete all possible procurements openly to increase competition and give equal opportunity to win government dollars. In a situation where procurement is not openly competed, it must meet one of these exception reasons and that reason must be selected on the IDV.
- **Contract Category:** This is a selection of attributes (taken from the Procurement Data Standard) describing the category of the IDV. It is used mainly for reporting and categorization / aggregation of IDVs.
- **Admin SCD:** Surveillance Criticality Designator (SCD) - The criticality designator can be found on the first page of a contract. It is determined by the PCO and indicates the level of delivery urgency.

Competitive Information region

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

- **Set Aside Status:** This field indicates whether this IDV is set aside for a specific disadvantaged business. Ultimately, the vendor should meet the qualifications outlined in the solicitation, however, that decision is ultimately up to the contracting officer and is not enforced by CLM.
- **Set Aside Percent:** This field enables you to enter a percentage that indicates the amount of the anticipated contract value that will be set-aside. If this percentage is less than 100, generally the solicitation will be awarded to multiple vendors (at least one disadvantaged).
- **Set Aside Type:** The possible values for this field are:
 - Small Business
 - HUBZone Small Business
 - Service-Disabled Veteran-Owned Small Business
 - 8(A) (The SBA's 8(A) BD Program, named for a section of the Small Business Act, is a business development program created to help small disadvantaged businesses compete in the American economy and access the federal procurement market)
 - Emerging Small Business
- **NAICS:** The commodity group (defined by the NAICS) under which the size standard is applied.
- **Size Standard:** You can select the size standard from the LOV based on the vendor information provided, however this value can be changed for each award, as vendor size standards can change depending on the product or service being acquired.

Ordering Constraints region

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

The profile option PO: Release Creation Tolerance For Expired Blankets, in Days

enables you to define the additional days to extend the expiry date of an IDV, using which you can create the orders against the IDV at a date after the Order End Date.

- **Maximum Ceiling Award Amount:** This field enables you to enter the maximum ceiling award amount for the IDV. This is the total amount that can be ordered on all orders referencing a given IDV. The system ensures that the total amount of all orders referencing IDVs do not exceed the Amount Limit set up for the IDV.
- **Minimum Guarantee Award Amount:** Enter this field to indicate the minimum Amount that must be ordered over the life of the IDV. This field is used to ensure that a minimum amount is ordered against an IDV. It is user-entered and is not enforced by the system.
- **Minimum Guarantee Award Amount Percentage:** The minimum percent of the amount guaranteed to be ordered against the IDV. This field is used to ensure that a minimum amount (as a percentage) is ordered against an IDV. It is user-entered and is not enforced by the system. If the Minimum Guarantee Award Amount is also entered, there is no cross-validation between these two fields.
- **Minimum Order Amount:** The minimum Amount that must be ordered for the IDV on an individual order. This field is used to ensure that an individual order meets the minimum amount required for an IDV.
- **Maximum Order Amount:** The maximum amount that can be ordered for the IDV on an individual order. This field is used to ensure that an individual order meets the maximum amount required for an IDV.
- **Total Amount Remaining:** This is a calculated field that will display the amount for the IDV that has not yet been ordered. This field is utilized to determine how much of the IDV is left to order.

SF1442 Information region

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

- **Bond Required:** Designates whether one or more bonds is required throughout the life of the project. Prints in block 12a of SF1442.
- **Bond Days:** Number of days that the contractor has to furnish bonds. Prints in block 12b of the SF1442.
- **Days to Start:** Number of days the contractor has to start the construction project. Prints in block 11 of the SF1442.
- **Days to Complete:** Number of days the contractor has to complete the overall construction project. Individual lines may have their own delivery dates and / or

period of performance, but the overall total number of days anticipated is recorded here. Prints in block 11 of the SF1442.

- **Period Status:** Indicates whether the number of days to start/complete is mandatory or negotiable. Prints in block 11 of the SF1442.
- **Period Reference:** If the period above is negotiable, text in this field refers to the location in the solicitation / or IDV document that describes the flexibility. Prints in block 11 of the SF1442.
- **Work Description:** Text area where the buyer can provide summary information about the work and reference attachments that more fully describe the work. Purely informational from the buyer to the contractor. Prints in block 10 of the SF1442.

SF252 region

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

- **Administrative, Accounting and Appropriation Data:** Free text field to type information that is administrative in nature. Prints in block 9 of the SF252 fom.
- **Contract Amount:** The total amount of the contract, written out in words as if you were writing a check for that amount. Applies only to the SF252. Prints in block 7 of the SF252 fom. The total contract cost also displays in this field while printing.
- **Negotiation Authority:** FAR or other regulatory citation that defines the authority under which the government is allowed to enter into this contract. This is entered by the user. Prints in block 8 of the SF252 fom.
- **Contract For:** Free text field to describe the general description of the supplies and services to be provided. Specific line item data prints in the continuation pages after the SF252 face page. Prints in block 6 of the SF252 form.
- **Relevant Clauses and Document List:** Free text field to describe or elaborate on any attachments, clauses, or other relevant information. Specific clause and attachment data prints in the continuation pages after the SF252 face page. Prints in block 10 of the SF252 form.

Addresses and Supplier Details

The Addresses and Supplier Details tab enables you to select Office Types, Locations and Contacts that need to be associated to the IDV. This information often defaults from the user preferences or previous documents in the process, and can be changed / updated any time prior to approval. When the IDV is approved, this data on the IDV

may not be changed / updated, except through a modification. Even if the master data changes over a period of time, the data that is stored as part of the IDV does not change. For example, an Issuing Office location is changed after 2 years after the approval of an IDV. The value of the fields in the IDV which used that office location will not change to the new office location value, it will retain the original location values which existed at the time of approving the IDV.

Office Address and Contact Details

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

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

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

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

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

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

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

- **Requesting Office:** The Requesting Office is the office where the purchase

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

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

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

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

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

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

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

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

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

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

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

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

- **Small Business Administration Office:** The Small Business Administration Office is

responsible for coordinating and reviewing plans for setting aside procurements for small businesses and similar groups.

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

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

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

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

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

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

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

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

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

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

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

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

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

- **Remit To Address:** This is the vendor's address for sending payments when there is a non-electronic payment method. The vendor's address where payment should be sent is often different from the vendor's location defined on the vendor field. You

can select only those available pay sites that are associated to the vendor and vendor site combination that are selected on the IDV.

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

Supplier Details region

- EFT Indicator: This checkbox indicates whether payments will be made through electronic transfer rather than a live check. This flag, indicating whether EFT will be used to pay the vendor, defaults from the supplier record and allow you to enter this information in a situation where the supplier record does not have this information.
- EFT Exclusion Reason: Allows the contracting officer to specify a reason why electronic funds transfer (preferable method) cannot or is not being used. Selection of valid reasons for issuing an IDV without EFT: FAR 32.1103 (a), FAR 32.1103 (b), FAR 32.1103 (c), FAR 32.1103 (d), FAR 32.1103 (e) (1), FAR 32.1103 (e) (2), FAR 32.1103 (f), FAR 32.1103 (g), FAR 32.1103 (h), FAR 32.1103 (j).
- Vendor Size (Supplier Size) : Categorization of the IDV as being made to a small business or other than small business. This determination is made based upon the items or services being bought on the particular IDV and what the vendor's size is considered for those types of items/services.
- Remit To Address: Vendor's address for sending payments when there is a live check. Vendor's address where payment should be sent is often different from the vendor's location defined on the vendor field.
- CCR Exception Reason: The Central Contractor Registration (CCR) is a website where vendors who wish to do business with the Federal Government must register. The government is responsible at time of award to ensure that they have the latest vendor information from the CCR in the Vendor table for the vendor selected on the award. This is done by the CCR synchronization process. There are exceptions that can be cited if a user can not synchronize with the CCR prior to award finalization. Please refer to the *Oracle U.S. Federal Financials User Guide* for more information.

IDV Lines

The Lines tab consists of the following fields:

- Line: The Contract Line (CLIN) and Sub-line (SLIN) structure is used in CLM documents, including modifications to the purchasing documents. A Contract Line captures information about the item(s) or service(s) to be procured in the contract with or without the pricing details. Thus, a Contract Line (CLIN) can be a priced

line or an informational line. The CLIN number is a mandatory field if you need to enter and save any other line information.

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

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

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

- Info: Define an informational line by selecting the Informational checkbox at the line level.
- Type: You can select a line type which are broadly classified as Quantity Based or Amount Based.
- Item / Job: Selecting a line type from the Type LOV is a factor in determining how the total amount will be calculated for the item/service that the agency wishes to procure. If the Type selected is Quantity Based, then the Item/Job field is enabled and on choosing an item/job, the Description field is automatically populated or you can enter a description. If the Type selected is Amount Based, then the Item/Job field is disabled and on choosing a service, you need to enter a Description.
- Contract Type: The Contract Type LOV contains all the Contract Types that can be used for that Line Type. If you select Quantity Based Line Types, the LOV for the Contract Type displays only those Contract Types that don't depend on any pricing attribute other than Quantity and Unit Price for the price calculation. For Amount based lines, the pricing related fields are entered in the Pricing Details popup and the final computed amount is stored for that line. For more information on Contract Types and pricing the line, please refer to the appendix – Common CLM Functionality, page B-9.
- Unit: Unit of Measure
- Price: Unit Price for the item
- Expiration Date: the date the IDV line expires
- Add Slin: Click the colored + icon to add a SLIN to the CLIN. The possible

combinations of CLIN/SLINs that are used in CLM are as follows:

- Priced CLIN and Informational SLINs
- Informational CLIN with Priced SLINS

Note: Priced CLINs may not have Priced SLINs.

- **Option:** You can choose to create an option line on a CLM document that you intend to exercise at a future point in time. Instead of modifying the source document to add the line at a future date, you can enter the anticipated options on the original award. For example, a software purchase can be entered as a base line. This necessarily entails support and training as options for the purchase of a software package. Therefore support and training can be entered as option lines as the vendor has promised them. At a later date, the options of support and training can be exercised because the vendor has now promised to deliver support and training. The option lines of support and training, once exercised, can be received and invoiced as well. An option line can be created without having a base line. A CLIN or SLIN can be further defined as an Option Line. An Option Line stores and displays information that is used at a future point in time.

An Option Line is numbered in the same way as a CLIN or a SLIN. For more information on numbering CLINs and SLINs, please refer to the section Numbering CLINs and SLINs in Appendix A. An Option Line can be Priced or Informational. An Option Line cannot have any further option lines associated to it. For more information on Options, please refer to the appendix – Common CLM Functionality, page B-7.

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

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

More on CLINs / SLINs:

- Copy options:
 - Select an entire CLIN/SLIN structure and copy it to a new CLIN/SLIN structure.
 - When you copy a SLIN, a new SLIN is created in the CLIN/SLIN hierarchy.

- When a Standalone CLIN is copied, a new CLIN is created.
- When copying CLINs or SLINs, the data on the lines are also copied to the new lines, that is, the data on the original line(s) is the same as the data on the copied lines(s).
- Search - You can search for lines, using line numbers, along with other search criteria, in the Search pages.

For more information on exhibits and CDRLs, please refer to the section ELINs and CDRLs, page 6-29 in the Awards chapter in this guide.

Line Level Actions

Copy Lines action

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

- Copy CLINs with associated SLINs - use this 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.

Fields in the Main region

- Contract Type: There are some seeded Contract Types in CLM, that you can select. The Contract Type is a major factor in determining the price of the line.
- Cost Constraint: A Cost Constraint is an indicator at CLIN/SLIN level that controls

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

- **IDC Type:** Indefinite Delivery Contracts (IDCs) are contracts for supplies and/or services that do not procure or specify a firm quantity of supplies (other than a minimum or maximum quantity) and that provide for the issuance of orders for the delivery of supplies during the period of the contract. The values for IDC Type are: Not Applicable, Definite Quantity, Indefinite Quantity, Requirements. The combination of IDC type and the contract type determines the pricing calculation for the lines.
- **Extended Price:** The Extended Price is a calculated field, it displays the formula that went into the price calculation as a caption below the Extended Price value.

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

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

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.

Fields in the Federal Customer Designation region

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

- **FSC/PSC:** The Federal Supply Classification (FSC) is a set of codes designed to help the federal government in supplying operations.
- **MDAPS/MAIS:** Major Defense Acquisition Programs/ Major Automated Information System Acquisition Programs.
- **NAICS:** The commodity group that classifies an item.
- **Customer Project Code:** This identifies PRs created for special programs, exercises, projects, operations, or other purposes. Sites can establish their own set of codes

and use them to identify and group PRs. It is used to capture the Construction Project Number for the SF1442 (block 6).

- Customer Project Text: Text Description of the selected project code. It is used to capture / map the A&E Project Title and Location for the SF252 form and the Project number for the 1442 form as well.
- Program Code: Enables you to select from established Program Codes. Programs are also agency-defined and can be used to group and report purchases under a particular program.

Fields in the Additional Item Information region

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

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

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

- Manufacturer Name: The name of the manufacturer by whom the goods are made. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- Manufacturer Part Number: The part number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- Supplier Part Number: The part number as given by the supplier for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- Product/Catalog Number: In the case where a manufacturer provides a catalog from which goods can be purchased, this is the product/catalog number associated to the item being requested. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- **Drawing Number:** The drawing number as given by the manufacturer/vendor for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- **Specification Number:** The specification number as given by the manufacturer/vendor for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- **Serial Number:** The serial number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail helps to ensure that the correct item is procured.
- **Piece Number:** The piece number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- **Model Number:** The model number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- **Item Long Description:** In cases where the Commodity or Service Name / short description field does not provide enough space for the item/service being requested, the Item Long Description field is used to enter additional descriptive text. The text entered within this field is carried forward to subsequent transactions. This is the description of what the government is procuring.

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

Fields in the Ordering Constraints region

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

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

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

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

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

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

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

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

Maximum Per-Order Quantity: The maximum quantity that can be ordered for the

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

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

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

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

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

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

Price Breaks region

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

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

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

Organize Lines

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

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

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

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

Global Update for IDV Lines

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

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

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

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

Update FPDS-NG Reporting Information action

Your CLM document (Award, IDV or Modification) has an action called Update FPDS-NG Reporting Information in the Actions LOV (the Actions LOV is available on all the tabs). For example, the tabs in an award are: Header, Addresses and Supplier

Details, Lines, Schedules and Distributions. Using the Actions LOV on any of these tabs, you can select the action Update FPDS-NG Reporting Information to open the Edit FPDS-NG Reporting Information page. This page enables you to enter/update/view the reporting details for the CLM document. That is, all the information relevant to FPDS-NG reporting is displayed in this page.

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

Please refer to the chapter Federal Procurement Data System – Next Generation (FPDS-NG), page 13-1 for more information.

Integrating with FedBizOpps

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

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

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

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

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

The Justification and Approval Notice needs to be posted by the contracting officer / contracting professional using the action Post J&A to FedBizOpps in the Actions LOV in the award or IDV pages. You may not post this notice for modification documents. This action is always available for draft awards or IDVs, and also on approved awards or IDVs provided the J&A has not been posted to FedBizOpps or the post was unsuccessful. It is possible that data changes for key J&A fields can occur between the draft and approved awards or IDVs. In such a situation, you need to make the changes directly to FedBizOpps and the system will not validate these updates.

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

Warrants for IDVs

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

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

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

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

- Type 1
- Type 2
- Type 3
- Type 4
- Type 5

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

If you wish to ensure that the IDV amount you submitted for approval is validated against the Warrant Amount, your system administrator needs to enforce warrants by associating a Warrant Type to a CLM document style in the Document Styles page. For example, your Document Style is Basic Agreement, and the Warrant Type associated with it is Type 1; Type 1 has a Warrant Amount of \$5000 and is associated with a Contracting Officer. Thus, you create a Basic Agreement with a total amount of \$6000,

and the Basic Agreement has a Contracting Officer's name defaulted on it. The Contracting Officer is associated with a Warrant Amount of \$5000 for this document style (that is, Basic Agreements). Therefore, the system validates if the Basic Agreement total amount exceeds the Warrant Amount that is associated to the Contracting Officer. In our example, the Basic Agreement total amount (\$6000) exceeds that of the Warrant Amount, and an error message is displayed. You cannot proceed further unless you change the delivery order total amount or the Contracting Officer, so that another Contracting Officer who has greater authority for obligating larger sums of money can be associated with the Basic Agreement.

Enforcing Warrants for an IDV

1. Navigate to the IDVs page using the appropriate Purchasing responsibility.
2. Use the Create LOV to select a Document Style and thereby create a CLM IDV. Note that if a warrant is enforced for your selected document style, the total amount of the IDV is validated against the warrant amount.
3. Use the Header tab to specify a Contracting Officer, if one is not already defaulted.
4. Enter the relevant information in the Header, Lines, Addresses and Supplier Details tabs.
5. Save your work, and then submit your document for approval.
6. If the warrant currency is different from the ledger currency or the document currency, appropriate validations are carried out and you see an error message.
7. During document submission, some validations are performed: checks such as the validity of the warrant and Contracting Officer, active status of the warrant, total amount of the IDV and the total warrant amount, etc are carried out. If any of the validation checks fails, an error message is displayed and you need to make the necessary corrections in order to proceed.
8. The status of your IDV is now Pre-Approved or Approved, depending on whether you need the document to be electronically signed by the Contracting Officer. The Acknowledgement column displays whether a signature is required. For more information on electronic signatures, please refer to the Electronic Signatures section.

Approving an IDV

When you complete the IDV entry and are ready to initiate the approval process, select the Submit button in the Update page using any of the sub-tabs (Header, Lines). The Approvals Workflow along with the Approvals Management Engine (AME) is used to perform the approval cycle. When you select the Submit button, Oracle Purchasing

performs submission checks to verify that the document is complete and in an appropriate state for the action you chose. Status checks are performed when you take an approval action.

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

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

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

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

Prior to finally approving an IDV, the system checks to see if the award's Bilateral Indicator field indicates whether the IDV approval should be done by the buyer and the supplier. Thus, the contracting officer may send the IDV to the supplier and after receiving the supplier's signature on the printed IDV, he may update the IDV header with the Vendor Signatory information.

After the IDV is approved, you may make any further changes to it via Modifications. For more information on Modifications, please refer to the Modifications chapter in this guide.

Electronic Signature for an IDV

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

Bilateral Indicator value	Document Signed By
None	Contracting Officer

Bilateral Indicator value	Document Signed By
Proxy Signature	Buyer (on behalf of the supplier) and Contracting Officer
Signature	Supplier and Contracting Officer

Use the Header tab to specify a Contracting Officer if one is not already defaulted from the Preferences page.

The Purchasing CLM Defaults page in the Preferences link enables you to view the default Contracting Officer. You can override the default values of the Preferences page by entering or selecting the value you want in the CLM document.

Electronically Signing IDVs by Supplier and Contracting Officer

When you create an IDV and wish to get supplier acceptance for the IDV, you need to ensure that the value of the Bilateral Indicator field (in the header tab) is set to Signature and the number of Signed Copies is greater than zero. This enables electronic signature of the IDV by the supplier and the Contracting Officer. After you submit the document for approval, the status of the document displays as Pre-Approved and the Acknowledgement column displays Pending Supplier Signature.

The following steps need to be performed in order to complete the electronic signature process:

1. The supplier will sign the document electronically via iSupplier Portal. After the supplier signs the document, you (the Contracting Officer) need to navigate to the Notifications Summary page.
2. Open the notification that requests your signature. The Notification page requires you to Accept or Reject the document. Enter an acceptance or rejection reason in the Response region and then click Accept if you wish to accept the document, otherwise click Reject or Reassign (to reassign to another Contracting Officer).
3. On accepting, the Notifications page prompts you for your user name and password to complete the electronic signature process.

If you have logged in as a buyer, use the Awards > Views page to see that the status of the award is now Approved and that the value of the Acknowledgement column is now Accepted. Click the Accepted link to view the Acknowledgement History page. Click the eSignature icon in the Acknowledgement History page to view the history of the signature process for this document. The E-record page displays, enabling you to view the signature details, acknowledgement details and other information related to the e-record.

Proxy Signing of IDVs by Buyer (on behalf of Supplier) and Contracting Officer

When you create an IDV and wish to get the document proxy signed, you need to ensure that the value of the Bilateral Indicator field is set to Proxy Signature and the Number of Signed Copies field should have a value greater than zero. This enables electronic signature of the IDV by the Contracting Officer and proxy signature on behalf of the supplier by the buyer. After you have entered the data in the document and submitted it for approval, the status of the document displays In Process and the Acknowledgement column should display Requires Signature. After the approvers have approved the IDV, the status of the document should be Pre-Approved and the Acknowledgement column should display Requires Signature.

As a buyer, you need to perform the following steps to complete the proxy signature process:

1. The buyer opens the notification and signs on behalf of the supplier. The notification requesting your (buyer's) signature displays in the Open Notifications view in the Notifications Summary. The sender of this notification is the supplier user, on whose behalf the you will be signing.
2. Enter relevant values in the Response region (for the following fields: Comments, Supplier Contact Name, Supplier Title, Signed Date).
3. On accepting (user can reject or reassign as well) you need to enter your user name and password in order to complete the proxy signature process.
4. The status of the CLM document is still Pre-Approved, and the value of the Acknowledgement column is Pending Contracting Officer Signature.

As the Contracting Officer, you need to perform the following steps to complete the Proxy Signature process:

1. Login as the Contracting Officer and use the appropriate Purchasing responsibility. Navigate to the Notifications Summary page.
2. The Notifications Summary page shows you the notification requesting your signature. Click on the notification link or select the checkbox next to the notification link and then click Open.
3. The Notification Details page displays the supplier and buyer names. Additionally, you can enter a reason for accepting or rejecting the IDV. You can perform the following actions with respect to the document: Accept, Reject, Forward, Reassign.
4. If you click Accept, the Sign Notification page displays, where you (as the Contracting Officer) need to enter your user name and password in order to complete the electronic signature process. Enter your user name and password in the fields indicated, and then click Sign.

5. The status of your IDV should be Approved and the Acknowledgement column should display a value Accepted. Click the Accepted link in the Acknowledgement column to display the Acknowledgement History page.
6. Click each or any of the e-Signature icons in the Acknowledgment History page to open the Electronic Records and Signatures: E-record details page. This page displays the signature, acknowledgement and other details pertaining to the signature action.

Updating an approved IDV without Modification

When your IDV has been approved, and you wish to update some information on it without going through the modification process, select the Update without Modification action in the View region of the IDVs page. This action is available only for the views that display approved IDVs.

The Update page opens, displaying three regions that can be updated: Header region, Addresses region and Attachments region.

The Header region consists of the Umbrella Program LOV. You can search for an Umbrella Program that you wish to associate the IDV with, without going through the formal modification process. Umbrella Programs are used for internal tracking purposes, and updates to the umbrella program may be required to re-group IDVs and associated awards for data and procurement analysis.

The Addresses region shows you the COTR Office and Contact details that you can update for an approved IDV.

The Attachments region displays the existing attachments to the IDV and enables you to add other attachments, if required. The Attachments region displays the existing attachments to the IDV and enables you to add other attachments, if required. In the Add Attachment page, the Attachment Summary Information region enables you to select a Category. Note that you can only select the Internal to Purchase Order category.

If any field in the Header, Addresses or Attachments region is updated by an active modification, the field is displayed as read-only with a lock icon.

When you save and apply your work, you return to the IDVs page with the Views region displaying your approved IDVs.

In case users are updating the modification concurrently, the fields in the above regions are available as read-only.

Closeout of IDVs

You can closeout contracts in a different process from that of annual closes or financial closes where closed funds are never reopened for follow-on actions.

Contracts are closed and retained in different timeframes, depending on agency to

agency. The average retention period is at least six years. The contract closeout process is complicated when contracts have been administered by separate ACO (administrative contract office) and PCO (procuring contract office) offices, since each office has a different set of modifications that must be reconciled. Complicating the process even more is the fact that contract closeout can occur prior to the funds being formally closed since fiscal close is an independent process.

There are 4 closeout statuses that an approved award or IDV may have during the closeout process:

- **Physically Complete:** As indicated in FAR 4.804-4, a contract is considered to be physically completed when
 - Paragraph (a): Except as provided in Paragraph (b) of this section, a contract is considered to be physically complete when
 1. 1. The contractor has completed the required deliveries and the Government has inspected and accepted the supplies;
 2. The contractor has performed all services and the Government has accepted these services; and
 3. All option provisions, if any, have expired; or
 - 2. The Government has given the contractor a notice of complete contract termination.
- Paragraph (b): Rental, use and storage agreements are considered to be physically complete when -
 1. The Government has given the contractor a notice of complete contract termination; or
 2. The contract period has expired.
- **Administratively Complete:** A contract will go through the administrative closeout process after it is considered physically complete. A contract is administratively complete once the contract administration office has gone through the closeout procedures as outlined in FAR 4.804-5 which includes completing the contract closeout checklist and contract completion statement.
- **In Closeout:** Contracts in which contract administration personnel have initiated the closeout process, but the contract is not physically or administratively complete. The document status will be In Closeout when the Checklist tasks are completed and the Contract Completion Statement is pending to be signed by Administration Office.
- **Closed out:** The contract closeout procedures have been completed for the contract

and it is considered both physically and administratively complete. At which point, it is closed for further action and can only be accessed in a read-only state. If additional actions are required, it would need to first be reopened. The Reason field is enabled and is a required field only for the Closed out value.

The system will not initiate the closeout process for the following contract documents:

- Award or IDVs that have a status of Draft
- Awards or IDVs with open modifications

Closeout will be initiated if there are open modifications. However, the document status will not change to Administratively Complete if there are open modifications. When the document status changes from Approved to Closed Out and if there are any open modifications, then Closeout cannot be initiated.

- IDVs that have orders cannot be closed out, until all their orders have been closed out
- Terminated awards or IDVs
- Awards or IDVs that are already closed out.
- Modifications and Orders referencing IDVs are not created if the status of the award or IDV is Administratively Complete, In Closeout or Closed Out. However, modifications can be created if the document is in Physically Complete status, provided there is a need for Checklist and Contract Completion Statement. Modifications are not available when there is no requirement for Checklist and Contract Completion Statement.

Closeout of awards and IDVs can be a manual (user driven) process or an automatic (system driven) process. The manual process consists of the following steps:

- Query the awards or IDVs that have a status Approved, these approved documents are eligible for manual closeout. A notification is sent to the contracting officer listing the awards or IDVs that are eligible for closeout.
- The contracting officer attaches the checklist of tasks that need to be validated before closing the award or IDV document. Additionally the contracting officer enters the retention period and staging period for the document and assigns the users responsible for completing the tasks, along with expected date for completion of the task.
- The contracting officer submits the document for Closeout.
- Notifications are sent to the assigned users regarding their assigned action items/task that need to be completed.
- Reminders and alerts are sent on a periodic basis if the assigned user do not act

upon the action items/tasks.

- When the assigned users inform the contracting officer that they have completed their assigned tasks, the contracting officer updates the status of those tasks to Completed. When all the action items/tasks attached to the document are completed, the document is then routed for e-signature.
- When e-signing of the checklist is complete, the status of the document is updated to Administratively Complete.
- A contract completion statement is generated for the award or IDV document and the contract completion statement is routed for e-signature.
- When the e-signing of the contract completion statement is completed by the Administration Office, the status of the award or IDV document is updated to Administratively Complete. When the Contract Completion Statement is signed by the Purchasing Office, the status of the award or IDV document is updated to Closed Out.
- The checklist and contract completion statement are attached to the contract file.

The automatic process consists of the following steps:

The Automatic closeout process begins with querying for contract documents that are eligible for closeout. The contract documents that are fully received, invoiced and paid are also considered for closeout. In addition, the available contracts for automatic closeout will not include the documents that fall in any of the categories specified below:

- Awards/IDVs and orders with a status of Draft.
- Awards/IDVs and orders with open modifications.
- Awards and IDVs that have orders cannot be closed out until all of their orders have been closed out.
- Terminated awards or discontinued agreements do not get closed out.

The contracting officer selects all the contract documents or some of the contract documents for closeout process.

Attributes for all the selected documents such as Checklist and Contract Completion Statement will not be set to yes and the process of closeout will be initiated.

When the documents do not require the Checklist and Contract Completion Statement, the status of the documents is updated to Closed Out.

Manage Closeout

Manage Closeout The Manage Closeout action enables you to closeout awards and IDVs. The Manage Closeout action is available in the Actions list of values in the Award and IDV Summary pages (for draft and approved awards) and also in the individual award / IDV Action list of values (for draft awards). Thus you can simply select an award or IDV and choose Manage Closeout from the Actions LOV, or you can open an award or IDV and then choose Manage Closeout from the Actions LOV in the award or IDV. Select the Manage Closeout action and click Go to open the Closeout page for the award or IDV.

The Closeout page consists of the following regions:

Closeout Details: Enter the Retention Period and Staging Period, this information is useful when archiving the document. Select Days, Weeks, Months or Years as the duration from the list of values.

Ensure that the Retention Period value is greater than the Staging Period value, otherwise an error message displays. The initial status of the closeout is Open.

Checklist Details: You can specify if you need a checklist of tasks that need to be completed before you close out the document. If you select Yes from the Checklist Required list of values, then you also need to specify if the checklist to be e-signed or not (E-Signature Checklist list of values). If you select Yes for E-Signature Checklist, the Signing Authority search LOV displays, and you need to select the person who will e-sign the checklist when the tasks are complete.

Contract Completion Statement Details: Select Yes from the Contract Completion Statement Required list of values if you need a contract completion statement and signatures from the administration contract office and the purchasing contract office. Additionally, if you select Yes for the E-Signature Contract Completion Statement, the fields for e-signature display. You need to specify if you will sign the Contract Completion Statement (value selected is Self in the Administration Office Signature and Purchasing Office Signature fields) or sign on behalf of the contracting officer (value selected is Acknowledge in the Administration Office Signature and Purchasing Office Signature fields). Select values for the Administration Office Signing Authority and Purchasing Office Signing Authority from the search LOVs. Optionally, enter comments in the text boxes as required.

If you need to capture the voucher number and the invoice number, then the Additional Information region (that will be printed in the contract completion statement PDF) displays.

Additional Information: The fields in the Additional Information region are:

- Final Payment Voucher Number
- Payment Date : When the award or IDV is fully invoiced and all the invoices are paid, the Final Payment Voucher Number is defaulted with the last payment voucher number created for the award or IDV document and Payment Date is

defaulted with the last payment voucher date.

- Final Invoice Number
- Date Forwarded: When the award or IDV is fully invoiced and the invoice is not been paid fully, the Final Invoice Number and Date Forwarded are defaulted with the last invoice number created and date in which the last invoice is created for the award or IDV.

Note: Either the Final Payment Voucher Number or the Final Invoice Number is defaulted depending on whether the award or 6-36 Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide IDV is fully invoiced or paid.

- Excess Fund Amount

When the award or IDV has a status of Physically Complete, you can update the data in the Additional Information region. However, if the award or IDV has a status of Administratively Complete, In Closeout and Closed Out, you cannot update the data in the Additional Information region.

Attachments: The Attachments region enables you to attach various kinds of files - including the ability to annotate the closeout with a note. Click Add Attachment to open the Add Attachment page and specify the kind of attachment you would like to use: Desktop File/Text/URL or From Document Catalog.

1. Select a Category from the list of values. The Category defines the purpose of an attachment, and controls which forms or pages can access it.
2. Select the attachment Type:
 - File - specify a file name to upload. Enter the file location, or use the Browse button to locate the file.
 - URL - enter the URL for a Web page.
 - Text - Enter text that is less than 2000 characters. If the text you want to attach is more than 2000 characters, upload it in a file.
3. From the Document Catalog:
 - Use the Search regions to query existing documents.
 - Select the Document Name link to view a document before attaching it.
 - Select the document(s) to attach.

- Click Apply.

Save your work in the Closeout page. The attachments are not added until you save your work.

Closeout Actions

The actions you can perform on a Closeout document are:

- **Manage Tasks:** Select Manage Tasks from the Actions list of values and click Go. This action displays only if you require a checklist and have selected the relevant Checklist checkbox. The Closeout: Tasks page displays. You can associate a closeout checklist template to the award or IDV using this page. For more information on creating closeout checklist templates, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*. Use the Select Checklist Template list of values to search for and select a closeout checklist template. After you have selected a template, click Copy Tasks to copy the tasks you created in the template to the closeout document. The tasks you copied are displayed in the Tasks region. Additionally, you can create new tasks by clicking Create Task. A new row displays below the copied tasks, so that you can enter the new task details. Click the Update (pencil) icon to update the task information. Click Save to save your work or click Apply to save your work and return to the Closeout page.
- **View Contract Completion PDF:** Select View Contract Completion PDF from the Actions list of values and click Go. This action is available only if there is a requirement for the Contract Completion Statement. You will be prompted to open or save the Contract Completion Statement PDF. Click Save if you require to store a copy of the PDF in your local drive.
- **View Checklist PDF:** Select View Checklist PDF from the Actions list of values and click Go. This action is available only if there is a requirement for the Checklist. You will be prompted to open or save the Checklist PDF. Click Save if you require to store a copy of the PDF in your local drive.
- **Click Submit** to proceed with the closeout. You receive a warning message, stating that Receipts, Invoices and Payments have not taken place. Click Yes if you wish to proceed and No if you do not want to proceed.

If you click Yes, the status of the award or IDV changes to Physically Complete. If you click on the status (Physically Complete) link, the Action History page displays, showing you all the actions that have occurred for this award or IDV. Click the Return to <Awards or IDVs> link to come back to the Summary page.

- **Manage Checklist:** This action is only available when the status of your award or IDV is Physically Complete. Select Manage Checklist from the Actions list of values and click Go. The Manage Checklist page displays with the tasks that you copied from the template or created on your own. Click the task name link to view the task

using the Contract Closeout: View Task page. The Manage Checklist page enables you to update the status of the task, actual date of completion and enter comments if required. You can update the status of the task to Completed if the assigned user has informed you that the task is complete. Click the Update (pencil) icon to update the task details using the Contract Closeout: Update Task page. You can change the Status, Actual Date of Completion, Description, and Notes. You can add attachments and also view the Status History region. The Status History region tells you the past and current statuses of the task, the status change date and the user who changed the status. Click Apply to return to the Manage Checklist page.

When all the tasks have been performed, you can change the status of the tasks to Complete and enter actual dates of completion and comments. Save your work and return to the Closeout page.

- View Checklist: You can see this action only if the Closeout Status is Administratively Complete, In Closeout and Closed Out.

Closeout Signatures

If you have specified a checklist and a contract completion statement and the corresponding acceptance signatures, the signing authorities for the checklist and the contract completion statement (Administration Office and Purchasing Office) will receive notifications as part of the closeout process.

The award administrator needs to login with credentials to view the notification for accepting and signing the checklist completion. Open the notification by clicking the notification link in the Worklist or Notification Summary page. Click Accept to proceed with the e-signature process. The Sign Notification page displays. Enter your User Name and Password in the relevant fields and click Sign. The e-signature process is complete and you will return to the Worklist or Notification Summary page. The status of your award changes to In Closeout.

The signing authorities for the contract completion statement need to e-sign on behalf of the Administration Office and Purchasing Office.

The Administration Officer needs to login with the appropriate credentials and open the notification by clicking the notification link in the Worklist or Notification Summary page. Click Accept to proceed with the e-signature process. The Sign Notification page displays. Enter your User Name and Password in the relevant fields and click Sign. The e-signature process is complete and you will return to the Worklist or Notification Summary page. The status of your award or IDV changes to Administratively Complete.

The Purchasing Officer needs to login with the appropriate credentials and open the notification by clicking the notification link in the Worklist or Notification Summary page. Click Accept to proceed with the e-signature process. The Sign Notification page displays. Enter your User Name and Password in the relevant fields and click Sign. The e-signature process is complete and you will return to the Worklist or Notification Summary page. The status of your award or IDV changes to Closed Out.

If you have specified a checklist or a contract completion statement which do not require e-signatures, the status of your award will display as Closed Out without showing the intermediate statuses described in the previous paragraphs.

Verify Vendor Eligibility

Agencies are required to maintain a list of suppliers that are listed as debarred or otherwise ineligible to do business with the government. Using the action Verify Vendor Eligibility, you can integrate with SAM (System for Award Management) to check if a supplier is eligible to do business or has been debarred. The approval of the award, IDV or solicitation will continue, regardless of the supplier status. Select the Verify Vendor Eligibility action from the Actions list of values, and click Go.

The Verify Vendor Eligibility page displays with the following regions: Vendor Eligibility Details, and Vendor Eligibility History.

The Vendor Eligibility Details region displays the vendor information, along with the Status (Eligible or not), (Eligibility Check) Performed On and Performed By. The Supplier Name, Supplier Site and DUNS Number are displayed from the document (award, IDV or solicitation) by default. The Related Offers field displays with a value only if the award or IDV has been created from a solicitation that has offers, or a solicitation for which the supplier has provided an offer or quote.

Click the Verify Vendor Eligibility button to integrate with SAM (System for Award Management – the FAR website) and check if the vendor is eligible to do business or has been debarred. The Status field displays the value Submitted. This process of sending the vendor eligibility request to SAM, and getting a response, may take some time, and you can click the Refresh button to ensure that the latest updates are reflected on the Verify Vendor Eligibility page. If the supplier is eligible to do business, the Status field changes to Eligible, otherwise it displays Ineligible. If there are any errors while processing the request to or from SAM, the Error field displays the error that occurred.

If you wish to approve a vendor without going through the process of verifying the eligibility of the vendor in SAM, select the Approved Without Checkbox. The Exception Reason list of values displays, and you need to select an exception reason for approving the supplier without performing the vendor eligibility check.

The Vendor Eligibility History region displays the history of submissions or exceptions that you performed for vendor eligibility check.

Save your work and then return to the CLM document page, where you can continue with the rest of the CLM document processing.

Orders Referencing IDVs

Overview

An order referencing an IDV (example: Delivery Orders, BPA Calls) is an actual order of supplies and services against the IDV. The IDV determines the characteristics and prices of the items. The order referencing the IDV specifies actual quantities and dates ordered for the supplies and services.

When an order referencing an IDV is created, the order number consists of the IDV number followed by a 4 digit number, for example, MAS123-10-C-1234-0001; MAS123-10-C-1234 is the IDV number and 0001 is the serial number for the order referencing the IDV. This number, though auto-generated, is editable using the Edit Document Number popup.

A Contract Line in the order captures information about the item(s) or service(s) to be procured in the contract with or without the pricing details. Thus, a Contract Line (CLIN) can be a priced line or an informational line. Similarly, Sub-Lines, which are used to capture additional information about the CLIN, can be priced sub-lines or informational sub-lines. CLIN numbers are always 4 digit numeric values that fall in the range 0001-9999. Informational SLINs have the last 2 digits numeric values in the range 01-99. For Priced SLINs, the last 2 digits are always alphabetical values ranging from AA to ZZ (except the alphabets I and O which are not used in number generation at all).

You can choose to create an option line on a CLM document that you intend to exercise at a future point in time. Instead of modifying the source document at a future date, enter the anticipated options on the original award. A CLIN or SLIN can be further defined as an Option Line. An Option Line stores and displays information that is used at a future point in time. An Option Line is numbered in the same way as a CLIN or a SLIN. For more information on numbering CLINs and SLINs, please refer to the section Numbering CLINs and SLINs. An Option Line can be Priced or Informational. An Option Line cannot have any further option lines associated to it.

Note: You may not refer to Option lines in the Order referencing the

IDV, unless the Option lines are exercised.

The Pricing details on an order referencing an IDV can come from various sources – from the purchase requisition, from the offer/solicitation, from the IDV. For more information on Pricing an order that references an IDV, please refer to Appendix A – Common CLM Functionality, page B-9.

Note: Orders referencing an IDV may not be funded.

Creating an Order Referencing an IDV

The ways in which an order referencing an IDV is created are:

- From a Purchase Requisition (using Document Builder)
- From an Offer (Surrogate Offer) in Oracle Sourcing

Defaulting data on an Order Referencing an IDV

When you create an order referencing an IDV from a requisition or from a surrogate offer, the data that is defaulted on the order could come from the following sources:

- Quantity, delivery schedule and funding information is defaulted from the purchase requisition lines.
- Supplier, NAICS Code, Unit Price is defaulted from the IDV.

Please note that the above are just some examples of defaulting data.

When the order referencing an IDV is created, you can change the data on the created order. If any IDV or line references are changed in the created order, then no re-defaulting of the data from the source document takes place. You need to ensure that the data is correct with respect to the new IDV / Line reference.

Creating an Order Referencing an IDV from a Purchase Requisition

Navigate to (T) Requisitions > Demand Workbench and select a requisition line(s). Click Add to add the requisition line(s) to the Document Builder. The Document Builder displays further options, and you can select the IDV that the order should reference. Click Update to select the corresponding IDV line for the selected Purchase Request line. Click Create to create the order and the relevant information from the Purchase Request and IDV is copied to the new order to populate it with the order details. You can also update this order with any changes you require.

Creating an Order Referencing an IDV from a Surrogate Offer in Oracle Sourcing

When a need for goods and services is identified, a purchase requisition is entered and assigned to a contracting specialist. The contracting specialist then creates a solicitation and invites the eligible suppliers to send their quotes. Each supplier bids on the work, using their contractual labor rates and terms and specifying new information such as their qualifications for the particular need, timeframe for completion, and technical approach. The winning offer is selected and the order is created from the offer. Information from the IDV such as the labor rates flows from the IDV to the offer and then on to the order.

When the order is generated, the available amount on the IDV is reduced and progress towards the minimum is tracked.

Please note that a published solicitation has been created and that it is now closed for receiving further offers. The buyer enters a surrogate quote on behalf of the supplier and then makes the award decision. The buyers have decided which supplier(s) to award the solicitation to. An IDV has been specified on each offer line.

Create a new order in the system and reference an existing offer document and IDV in the system.

One or more Awarding actions are done by the buyers, depending on which supplier(s) are awarded the contract.

The system copies the appropriate information from the offer/solicitation as well as from the defined IDV. Complete the required information on the Order and save it. This order is now visible in Oracle CLM Purchasing's Buyer Work Center.

Ordering Constraints

Header Ordering Constraints

The Ordering Constraints fields in the IDV header region enable you to perform various validations for the order referencing the IDV. Some of the validations are:

- The order referencing an IDV should be created on a date that is equal to or greater than the Order Start Date at the IDV header.
- The order referencing an IDV should be created on a date that is equal to or less than the Order End Date at the IDV header.

The profile option PO: Release Creation Tolerance For Expired Blankets, in Days enables you to define the additional days to extend the expiry date of an IDV, using which you can create the orders against the IDV at a date after the Order End Date.

- When an order referencing an IDV is created, a check is carried out to see that the total amount of the Orders referencing IDVs do not exceed the Maximum Award

Ceiling Amount.

- When an order referencing an IDV is created, the system ensures that the the order amount is equal to or more than the Minimum Order Amount, if any has been specified at the referenced IDV. Similarly, the system ensures that the order amount does not exceed the maximum order amount specified against the IDV.
- When an order referencing the IDV is created, a check is carried out to see if the order amount is less than or equal to the defined Maximum Order Amount.
- When an order referencing an IDV is created, the order total is added to the cumulative total of the IDV. This is checked against the Total Amount Ordered field, to see if the cumulative total exceeds the Total Amount Ordered.

Line Ordering Constraints

The Ordering Constraints fields in the IDV line region enable you to perform various validations for the order referencing the IDV. Some of the validations are:

- The order referencing an IDV should be created on a date that is equal to or greater than the Order Start Date at the IDV line.
- The order referencing an IDV should be created on a date that is equal to or less than the Order End Date at the IDV line.
- When an order referencing an IDV is created against the IDV line, a check is carried out to ensure that the total amount of all order lines created against the IDV line sum is less than or equal to the defined Maximum Award Ceiling Amount.
- When an order referencing an IDV is created against the IDV line, a check is carried out to ensure that the IDV line sum is less than or equal to the defined Maximum Order Amount.
- When an order referencing an IDV is created against the IDV line, a check is carried out to ensure that the order line's total amount is less than or equal to the defined Maximum Per-Order Amount.
- When an order referencing an IDV is created against the IDV line, a check is carried out to ensure that the order line's total amount is greater than or equal to the defined Minimum Per-Order Amount.
- When an order referencing an IDV is created against the IDV line, a check is carried out to ensure that the order line's quantity is less than or equal to the defined Maximum Per-Order Quantity.
- When an order referencing an IDV is created against the IDV line, a check is carried out to ensure that the order line's total quantity is greater than or equal to the

defined Minimum Per-Order Quantity.

- When an order referencing an IDV is created, the order total is added to the cumulative total of the IDV. This is checked against the Total Amount Ordered field, to see if the cumulative total exceeds the Total Amount Ordered.
- When an order referencing an IDV is created, the total order quantity is added to the cumulative total of the IDV. This is checked against the Total Quantity Ordered field, to see if the cumulative quantity total exceeds the Total Quantity Ordered.

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.

Creating and Using Post Award Requests

Navigate to the Awards tab and then click the Post Award Requests sub-tab.

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 Add Another search criteria field will appear below the default search criteria fields (that is, below, Award, Supplier, Buyer and Approval Status). Click Go to view the search results.

Select a post award request from the search results and then 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 displays the list of current awards with different statuses. For awards with a status of Approved, the Actions list of values displays the Create Post Award Request action. Select this action to create a post award request. The detailed information on creating post award requests is provided in the section Creating Post

Award Requests.

Creating Post Award Requests

Use the Create Post Award Requests action to create post award requests. The Create Post Award Request page displays and you need to enter relevant information in order to create the post award request document.

The first region in the **Header** tab contains information specific to the post award request. Enter the Requester and Comments in the required fields. The post award request number is derived by appending the PAR indicator and control number as a suffix to the award number. Thus, as an example, if the award number is KPS-13-A-0245, the post award request number will be KPS-13-A-0245-PAR-0001.

The Award Details region consists of some fields that can be updated via a post award request: Effective Date, Supplier Contact, Communication Method, External IDV Number, Buyer, Award Administrator, Description, Conforming Award. The updates you make to the above fields are also shown in the modification document. This occurs when you create a modification from the post award request using AutoCreate.

The Terms region consists of some fields that can be updated via a post award request: Payment Terms, Number of Signed copies, Default ship to Location, Ship Via, Freight Terms and Transportation Arranger. The updates you make to the above fields are also shown in the modification document. This occurs when you create a modification from the post award request using AutoCreate.

The Business Priority and Project Information region consists of the following fields that can be updated via a post award request: DPAS Rating, Customer Project Code, Priority Code, Customer Project Text. The updates you make to the above fields are also shown in the modification document. This occurs when you create a modification from the post award request using AutoCreate.

The Award Categorization region consists of some fields that can be updated via a post award request: No Competition Reason, Admin SCD, Contract Category. The updates you make to the above fields are also shown in the modification document. This occurs when you create a modification from the post award request using AutoCreate.

The Attachment region enables you to attach one or more attachments (Notes, Files or URLs) to the post award request. When you create attachments in the post award request, and then create modifications from the post award requests, the system saves the attachments of the post award requests in the modification documents.

Address and Supplier Details:

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).

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.

Distributions:

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.

During autocreate, attachments are copied over to the modification document. Header level attachments are copied over to the modification header and line level attachments go to the respective line(s) in the modification from the post award request.

Click Add Attachment in the Attachments region to add an attachment to the post award request. Attachments belonging to the award are displayed in the Awards block

of the Attachments region and attachments belonging to the post award request are displayed in the Post Award Request block of the Attachments region. For more information on using attachments, please refer to the Attachments section in the Awards chapter of this guide.

Liquidating Funds on a Post Award Request

The Withdraw action enables you to liquidate available balance funds on a post award request. Use the Withdraw action on post award requests with the following statuses: Returned, Rejected, In-Process, Approved, Approved–Assigned, Pre-Approved. If any post award request line is linked to a draft modification, you cannot use the Withdraw action. If the Encumbrance function is enabled, you can perform the Withdraw operation on post award requests. You cannot withdraw individual lines, you can only withdraw the post award request document. When you withdraw the post award request, the remaining funds are unreserved on the document lines. These funds are then available for use.

Modifications

Overview

A Contract Modification may be issued for any reason following an Award/IDV. Usually the rationale includes a needed change to the requirements/deliverables or Terms and Conditions of the Award/IDV. Alternatively, it may be issued to execute an Option line on an Award/IDV, or to increase incremental funding on a line or sub-line or increase/decrease the scope of work. Modifications may also be issued to make Administrative changes to an Award, such as effecting a change to an address of one of the Government parties to the contract, or to revise a named point of contact in a Procurement office. In all cases the Modification is a separate document, sometimes with specific Terms and Conditions that apply to that Modification, and with a separate approval process and sometimes requiring the signatures of both the Procurement office as well as the supplier while other times being issued without requiring the signature of the supplier. Once approved and signed as required, the Modification becomes part of the Award/IDV.

From Buyer Work Center, using the Awards and IDVs pages, click the Modifications sub-tab to see the modifications with various statuses. The Awards Modifications or IDVs Modifications pages display the modifications based on the default view – Draft Modifications. The Views region enables you to see all the modifications to which you have access. For example, if you wish to see your Draft Modifications, or their Approved Modifications, you need to select the appropriate view. You can personalize the views as well. Views are predefined searches for modifications. To use a view, select the view from the View list and click Go.

Use the following pre-defined views to search for modifications:

- Approved Modifications - This view displays modifications that have a status of Approved.
- Draft Modifications - This view displays awards that have a status of Draft.
- In Process Modifications - This view displays all modifications that are in the

process of approval.

- **Modifications Pending Supplier Signature** - This view displays modifications that require supplier signature.
- **Rejected Modifications** - This view displays modifications that have been rejected during the approval process.
- **Withdrawn Modifications** - This view displays modifications that have been withdrawn during the modification lifecycle and are not going to be synced with the award/IDV.
- **Personalized Views** - You can create your own specialized views that displays only those modifications in which you are interested. Click Personalize and the Personalize View page that displays enables you to create new views or modify existing ones.

Searching for a Modification

Click Search to find any modifications that may not be listed in the search results region. The default search criteria are: Modification, Award / IDV, Supplier, Description; however you can add other search criteria by selecting a search field from the Add Another LOV. You can also personalize the search and convert it into a saved view.

Some of the fields that you can use as search criteria using the Add Another LOV are: Operating Unit, Modification Number, Modification Effective Date, Modification Amount, Modification Status, Modification Issuing Office, Modification Administrative Office, Order Number, Supplier Name, Buyer, Cancellation Indicator, Document Style.

Depending on the record you select, the Actions LOV changes its values. For example, with Draft Modifications you can perform the following actions: Check Funds, Delete, Sync, Update etc. With Approved and Merged Modifications, you can perform the following actions: View Action History, View Base Document, View Change Summary, View Description, View Modification PDF.

Preferences page

As a user, you can specify the office address and contracts that you want to default on the Address and Supplier Details page. Using the options on the Preferences page, select values for the different office addresses and contacts. This enables you to save on data-entry time and effort, because the office addresses and contacts values that you specify in the Preferences page default on each document you create.

Click the Preferences link located at the top of the page to view and edit the default values that will appear on the modification. The CLM Preferences (Office and Contacts defaults) link opens a region that enables you to select the Location and Contact for an Office Type (COTR Office, Payment Office, Issuing Office etc.). The selected master data

defaults on the modification in the Address and Supplier Details tab. You can change the values of the defaulted data on the specific modification. This data on the modification is retained, even if the preference settings change at a later point of time.

Creating a Modification

The ways in which you can create modifications are as follows:

- In Buyer Work Center, select an approved Award and open it. From the Awards View page - Select the Create Modification action in the Select Award LOV in the View region and click Go. The Modification page displays with the header tab highlighted.
- If the view you have selected is My Approved Awards, the Actions LOV displays the Create Modification action. Select an Award using the Select radio button and then choose the Create Modification action and click Go. The Modification page displays with the header tab highlighted.
- In Buyer Work Center, select an approved IDV and open it. From the IDVs View page - Select the Create Modification action in the Select IDV LOV in the View region and click Go. The Modification page displays with the header tab highlighted.
- If the view you have selected is My Approved IDVs, the Actions LOV displays the Create Modification action. Select an IDV using the Select radio button and then choose the Create Modification action and click Go. The Modification page displays with the header tab highlighted.

Users who create the Modification should have a Buyer role in the system, otherwise they cannot create a modification.

A modification with a status of Draft is be created for that Award or IDV. The field values of the Award or IDV are also displayed in the Modification. For example, if the IDV has a value in the Set Aside Status field, the same value is displayed in the Modification document and is available for editing.

Note: Please note that you can create modifications for awards or IDVs that have a status of Approved.

For an award or IDV, there can be more than one active modification at a given point of time.

Modifying Complex Work Orders

You can create a modification for a complex work order in the same way you would for an award or an IDV. However please note the following rules for a modification of a complex work order:

- Information lines do not have pay items.
- Option lines (both exercised and unexercised) can have pay items.
- The advance amount cannot be more than the funded amount.

Requisition Amendments and Modifications

Using the Requisitions > Amendments sub-tab in Buyer Work Center, you can choose to implement a purchase requisition amendment. During this implementing process, the changes to the header and line details have to be manually updated in the corresponding award or solicitation; or the newly added SLIN or distribution are automatically updated in the corresponding award or solicitation. If the amendment line you are accessing is part of a draft modification, an error message is displayed. If the amendment line you are accessing is part of a modification that is undergoing approval, the amendment cannot be accepted until the modification gets approved.

Attachments in Modifications

When a modification is created for an award or IDV with attachments, the modification document needs to be saved first, and then any changes to the attachments can be carried out.

Modification Header

Every modification has a header tab, using which all the general information about the modification can be entered. Some of the fields in the main region of the header tab are:

- **Award or IDV:** This is the number of the Award or IDV for which the modification is being created. The Award or IDV number follows the numbering structure that is set up in CLM.
- **Modification Number:** The Modification Number field is generated automatically; it follows the same structure of the Award or IDV and has a serial number concatenated to it. For example, if the Award or IDV number is MAS128-10-C-1234, the Modification number is MAS128-10-C-1234-C0001 for a draft modification. The modification number is MAS128-10-C-1234-0001 for an approved modification. You can update this number by clicking the Edit Document Number link below the Modification Number. This opens a popup that enables you to modify the number.
- **Modification Effective Date:** This is the date that the modification is effective and is editable till the modification is submitted for approval. This date can be in the past, current date or in the future. This is a mandatory field for the modification to be created.
- **Modification Signed Date:** This date is populated when the buyer finally signs the document and this date cannot be updated.

- Contracting Officer: Select a Contracting Officer's name from the search LOV, if a name is not already defaulted from the Preferences page.
- Buyer: Select a buyer name from the search LOV, if you wish to change the defaulted value
- Bilateral Indicator: This is an indicator stating that the award or IDV is bilateral, that is, both the government and vendor parties must sign before the award or IDV is considered legally binding. If the award or IDV is selected as bilateral, then there must be a record of having received vendor signature or acknowledgement of the award before finally approving it in CLM. If the award or IDV is listed as bilateral, then the vendor signatory information must be completed before finally approving it in CLM. The supplier contact details need to be provided in case the signature is bilateral. The seeded values for this field are None, Proxy Signature and Signature.
- Number of Signed Copies: If the supplier is required to sign the modification, this free-text field indicates the number of (hard copy) copies to return to the contracting office.
- Cancellation / Termination Indicator: This LOV indicates if the modification is to be canceled for a reason. The following reasons may be selected for canceling a modification:
 - No Cost Cancel: this is applicable for Awards and IDVs and can be performed at the header level only. No Cost Cancel is allowed on a modification only if there is no receiving or invoicing carried out on the order
 - Terminated for cause
 - Terminated for convenience
 - Terminated for default
- Control Type: Select Contingency Contract or Obligation Document or none from this list of values. If you select Contingency Contract to indicate that this modification is created for contingency / emergency situations, some of the data is prefilled for you and some document submission check validations are also bypassed to speed up the processing of this modification.

If your supplier is not registered in CCR, then for a contingency contract, the CCR Exception Reason (in the Address and Supplier Details tab) value is defaulted to Unusual or Compelling Needs.

Additionally, if you select Contingency Contract, you need not report the CAR to FPDS-NG. The FPDS-NG Reporting Information page displays the Reporting Method as None automatically. The Approved without Reporting checkbox is selected for you and the Reason field is populated with the value Urgent and Compelling action. When you submit the contingency modification for approval,

the system does not prompt you to report the modification to FPDS-NG. The modification is approved with warnings so that contracting professionals can expedite the process of procuring goods / services from suppliers.

- **Undefinitized:** The value of this read-only field is No by default. The value of this field is changed to Yes when you:
 - Create a new line and select the Undefinitize action for it
 - Perform Undefinitize Action on an existing definitized line
 - Add some more undefinitized scope to an existing undefinitized line

The value of this field is No when you:

- Perform a Definitize action on one or more existing lines
 - Add new lines with a Definitized status
 - Perform any other action currently allowable in modification documents
- **Changed Undefinitized Amount:** This read-only field is calculated by the system when:
 - Undefinitized scope is added to a line, the Undefinitized Amount is added to this field
 - One or more undefinitized lines are definitized via the modification, then the Undefinitized Amount is subtracted from this field

The Modification Justification region consists of the following fields:

- **Justification:** This field enables you to select a short justification for the changes made in the modification. The more extensive description of changes is found in the system-generated description that gets printed in continuation pages after the SF30 face page. This field gets printed in SF30.
- **Modification Authority:** Select from the four available options representing fields in SF30:
 - This change order is issued pursuant to:
 - This modification is issued to reflect admin changes pursuant to FAR43.103(b)
 - This supplemental agreement is entered into pursuant to the authority of:
 - Other Authority:
- **Authority Text:** This is a free text that populates the appropriate part of SF30, it

could cite a FAR section or clause in the original award giving the contracting officer the authority to modify the award, or it could read as follows: Mutual Agreement of the Parties.

The IDV Agreement Details region consists of agreement-specific information. The IDV Type, Supplier, Supplier Site, and other information is displayed here. The Umbrella Program LOV is also displayed here. The value of the Umbrella Program defaults from the IDV, however it may be changed if required.

Apart from the above regions, the header contains other regions that are relevant to the award or IDV.

Terms region

Contract Financing: Contract financing activities/tasks take place when the Contracting Officer provides some form of financial assistance to the contractor/vendor during contract execution or performance. This financial assistance may or may not be in the form of payments to the contractor, however, assistance such as loan guarantees may be provided. Select one of the following from the Contract Financing list of values:

- None (Blank)
- Advance Payment
- Customary Contract Financing
- Interim Payments
- Loan Guarantees
- Performance Payments
- Private Financing without Government Guarantees
- Progress Payments
- Unusual Contract Financing

Payment Instruction: Select one of the following values from the Payment Instruction LOV:

- Sequential ACRN order
- Contracting Officer Specified
- By Fiscal Year
- By Cancellation Date

- By Proration
- <Blank>

Payment Instructions can be updated in the award modification, funds utilization changes will come into effect with the modification document and there will not be retrospective effects.

For more information on Payment Instruction, please refer to the Awards chapter, Payment Instruction section.

Address and Supplier Details

The Address and Supplier Details tab enables you to select Office Types, Locations and Contacts that need to be associated to the modification. This information will often default from the user preferences or previous documents in the process, and can be changed / updated by you any time prior to approval. When the modification is approved, this data may not be changed / updated, except through another modification. Even if the master data changes over a period of time, the data that is stored as part of the modification does not change. For example, an Issuing Office location is changed after 2 years after the approval of a modification. The value of the fields in the modification which used that office location will not change to the new office location value, it will retain the original location values which existed at the time of approving the modification.

Each address row consists of the following information: Address Details, Address Type, Location Address Code and Contact.

- **Issuing Office:** The Issuing Office is responsible for completing the award / IDV. The Issuing office is also often used as a reporting field to aggregate spending or contract actions, workload, etc. across organizations. Changing the Issuing Office from the original award / IDV changes the value for the conformed award / IDV. On a Modification there is Modification Issuing Office field that indicates the contracting office that is creating the Modification document. The Modification Issuing Office is specific to the modification only and does not affect the Issuing office for the overall award / IDV. The address detail elements of the Issuing office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, Country. You can enter a default Issuing office that will populate the award / IDV upon creation but can be changed later.

Enter the Contact details for the Issuing Officer - the name of the individual responsible for the contracting action. This field prints on each standard form in the Printed Name block next to the signature block depending on the form selected. The Contact details are: Name, Title, Phone Number, Email Address.

- **Modification Issuing Office:** This is the office responsible for completing the modification. Each modification can have a separate Issuing Office that may be different from the Issuing Office for the award/IDV.

- **COTR Office:** The COTR is the Contracting Officer Technical Representative – a stakeholder who has responsibility around the contract. Within the system, a COTR's duties could include accepting deliverables under the contract, receiving notifications related to the contract.

During the creation of the solicitation or award / IDV, the buyer decides if a COTR is necessary for the procurement and, if required, selects an appropriate COTR and COTR address. Subsequent tasks such as approval of invoices and acceptance of services or similar items may be given to the COTR. The address detail elements of the COTR Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, Country. You can enter a default COTR office that will populate the award / IDV upon creation but can be changed later. The COTR address details remain as is, when the award / IDV is finally approved.

COTR Contact Name field enables you to enter the Contact details for the COTR Office. The Contact details are: Name, Telephone Number, Email address.

The COTR Office Address and COTR Contact details may be changed anytime without a modification.

- **Requesting Office:** The Requesting Office is the office where the purchase requisition originates. The buyer who is assigned the requisition uses the address to know whom to contact in the case the requisition needs to be revised or questions arise. It can also be used in reporting to know how much business is coming from the different offices. This office information is usually entered on the originating requisition and is passed on to the solicitation and then to the award / IDV. The address detail elements of the Requesting Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country. The Requesting Office details are defaulted from the purchase requisition (or solicitation). The address details are retained as is, when the award / IDV or modification is finalized.

Note: When creating an award / IDV with a reference to a purchase requisition, if there are lines from different requisitions, then the Requesting Office address from the earliest created requisition is used.

Requesting Office Contact Name field enables you to enter the Contact details for the Requesting Office. The Contact details are: Name, Telephone Number, Email address.

- **Property Administration Office:** The Property Administration Office is responsible for maintaining and tracking any government property that may be acquired or used as part of the resulting contract.

When the solicitation or award / IDV is created, the buyer checks if the line item uses government property or acquires government property, and if required, selects the appropriate property administration office and contact.

The address detail elements of the Property Administration Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

A default Property Administration Office value populated the field, however this information can be changed anytime prior to the approval of the award / IDV. Post approval, this information can be changed via a modification.

- **Administration Office:** This office is responsible for making changes to the award / IDV (via modifications, additions to the contract file, etc.) and monitoring its progress.

This office is also used to determine which office must be contacted in order to get updated status on an award / IDV (audit, modifications, etc.).

The address detail elements of the Administration Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

A default Administration Office value is populated in the field, however this information can be changed anytime prior to the approval of the award / IDV.

Administration Contact Name field enables you to enter the Contact details for the Administration Office. The Contact details are: Name, Telephone Number, Email address.

- **Modification Administration Office:** This is the office responsible for making changes to the modification and monitoring its progress. This Modification Administration Office may differ from the Administration Office of the Award/IDV.
- **Small Business Administration Office:** The Small Business Administration Office is responsible for coordinating and reviewing plans for setting aside procurements for small businesses and similar groups.

At the time of award / IDV creation, the buyer decides if the award / IDV has a small business implication and if so, the buyer selects the appropriate small business administration office and contact.

The address detail elements of the Small Business Administration Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

A default Small Business Administration Office value is populated in the field, however this information can be changed anytime prior to the approval of the award / IDV. Post approval, this information can be changed via a modification.

Small Business Administration Contact Name field enables you to enter the Contact details for the Small Business Administration Office. The Contact details are: Name, Telephone Number, Email address.

- **Payment Office:** The Payment Office is responsible for disbursing the payment to the vendor.

Depending upon the organizational structure and responsibilities of the agency, there may be central management of payments for an organization or several

organizations within a larger organization. For example, DFAS centrally manages most all payments on DoD contracts.

The address detail elements of the Payment Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

A default Payment Office value is populated in the field, however this information can be changed anytime prior to the approval of the award. Post approval, this information can be changed via a modification.

Payment Contact Name field enables you to enter the Contact details for the Payment Office. The Contact details are: Name, Telephone Number, Email address.

- **Invoice Office:** The office responsible for collecting invoices against this award. The address where invoices are to be received is often different from the issuing or payment office.

The address detail elements of the Invoice Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

A default Invoice Office value populates the field, however this information can be changed anytime prior to the approval of the award.

The Invoice Contact Name field enables you to enter the Contact details for the Invoice Office. The Contact details are: Name, Telephone Number, Email address.

Modification Lines

As part of modifying the IDV or award, you can either create a new line or edit an existing line. You cannot delete a line that has defaulted from an award or IDV. If you do not want to perform any transactions or actions for that line, you can use the Cancellation Indicator to indicate to the supplier that you will not be performing any further transactions for the line. However the line quantities or services may be received. The Cancellation Indicator for the line has the following values:

- No Cost Cancel
- Terminated for cause
- Terminated for default
- Terminated for convenience

If you create a new line, the new line is the last in sequence of lines. A CLIN is created by default and you can add SLINs to it and thus create a CLIN/SLIN structure.

Every modification line is automatically numbered, you cannot change the numbering of an existing line, however you can change the numbering of a newly-added line. The Contract Line (CLIN) and Sub-line (SLIN) structure is used in all CLM documents. A Contract Line records information about the item(s) or service(s) to be procured in the

contract with or without the pricing details. Thus, a Contract Line (CLIN) can be a priced line or an informational line. Similarly, Sub-Lines, which are used to record additional information about the CLIN, can be priced sub-lines or informational sub-lines.

CLIN numbers are always 4 digit numeric values that fall in the range 0001-9999. Duplicate numbers are not supported by the system and an error message displays if a duplicate number is found.

SLINS are Sub-lines that use a 6-character numbering format – numeric or alphanumeric. The first 4 digits of the SLINs are populated with the parent CLIN number. The next 2 digits are automatically generated, based on whether the SLIN is a Priced sub-line or an Informational sub-line. SLIN numbers cannot be updated by users.

If the SLIN is Informational, the last 2 digits are always numeric values in the range 01-99.

If the SLIN is Priced, the last 2 digits are always alphabetical values ranging from AA to ZZ (except the alphabets I and O which are not used in number generation at all).

For more information on the guidelines that govern the numbering of purchasing document lines, please refer to the Appendix – Common CLM Functionality, page B-3

For more information on exhibits and CDRLs, please refer to the section ELINs and CDRLs, page 6-29 in the Awards chapter in this guide.

Specify the Line Type using the Type LOV. Lines are usually Quantity Based (for items/supplies) or Amount Based (for services). Depending on the Line Type that is selected, the Item/Job field is enabled (for Quantity Based types) or disabled (for Amount Based types). If the item or service exists in Inventory, iProcurement store or catalog, then the Description and Category field values are defaulted. For Amount based lines, the pricing related fields are entered in the Pricing Details popup and the final computed amount is stored for that line.

Select from the available Contract Types in the Contract Type LOV. Based on the Contract Type selected, a pricing calculation takes place and the item/service is priced on the line.

Enter a Quantity in the Qty field and a Unit of Measure in the Unit field. The Previous Qty field is read-only, however you can update the Change and the Qty fields. If you update the value of the Change field from 0 to 2, and the Previous Qty has a value of 10, the Qty field displays a final value of 12. Any changes in the quantity will automatically affect the calculation of the total amount of the line.

The Amount field gets calculated based on the formula of the Contract Type field, Unit Price, the Quantity and Unit of Measure.

For more details on the various Contract Types and their formulas, please refer to the Appendix – Common CLM Functionality, page B-9.

You can choose to create an option line on a purchasing document that you intend to exercise at a future point in time. Instead of modifying the source document at a future

date, you can enter the anticipated options on the original award. For more information on Options, please refer to the Appendix – Common CLM Functionality, page B-7.

You can also perform actions such as Update and Duplicate for each line. The Duplicate action makes a copy of the line and places it below the original line. The Update action enables you to view the Update Line page and enter/edit additional line information. The Delete action is applicable only to new lines that you create in the modification, you cannot delete lines that have been defaulted from an award or IDV. If you are deleting a CLIN that has SLINs associated to it, the entire CLIN/SLIN structure is deleted. If you delete a SLIN only, the SLINs below it move up one level in the structure for that CLIN/SLIN hierarchy.

Using Document Builder, you can add a new requisition line to a modification: In Buyer Work Center, navigate to the Requisitions tab to Demand Workbench and select a new requisition line. Add the new line to the modification.

The first region in the Update Lines page defaults the information for the line. In addition, the pricing details are displayed, such as Contract Type, Cost Constraint, Quantity, Unit, Unit Price, Total Amount. The formula for calculating the Total Amount is also displayed in this region.

The Option checkbox in the Option region enables you to convert a line into an option line or an option line into a regular line. You get a message, warning of the conversions. Click Continue to proceed with the conversion or Cancel to retain the existing lines as is.

If you wish to associate a base line to your option line, select a Option Base Line from the LOV. The option line may or may not be associated with a base line.

Option Number is a system generated number and is non-updateable.

Option Dates are mandatory fields.

The Exercised checkbox enables you to exercise an option line.

The Exercised Date field enables you to enter the date on which you exercised the option. For more information on exercising options, please refer to the section below - Exercising an Option Line.

This region also contains the quantity calculation for your supplies/services. The Previous Quantity field is read-only (that is, non-updateable), and you can either update the Change in Quantity or the Quantity fields. For example, if you enter a final value of 15 in the Quantity field, and the Previous Quantity is 10, the Change in Quantity will be automatically calculated to display 5 as the change in value. You can also enter a value in the Change in Quantity field, and the final Quantity will be automatically calculated. Any changes in the quantity will automatically affect the calculation of the total amount of the line.

In addition, you can change the Unit of Measure for the line quantity by selecting a value from the Unit list of values. For example, if you entered a final value of 20 10Pack (where 10Pack is the unit of measure) in the Quantity field and the Previous Quantity is 10 Each (where Each is the unit of measure), the Change in Quantity field will display

10. The new value for Unit is 10Pack and the calculation of the extended price will be Quantity * Unit Price. You need to modify the Unit Price to reflect the change in the unit of measure. Thus the Unit Price now reflects the price for a 10Pack and not for Each. The Unit Price field displays the new price followed by the Unit of Measure. The change in UOM fields will default the price applicable to that item in terms of changed UOM, therefore the user has to modify the Quantity. The change in Qty fields will be display-only only if previous UOM and Changed UOM are same. If the they are not the same, then Change in Qty fields will show up as blank. Note that the Unit of Measure can be changed in the modification only if the receipt or Accounts Payable invoice is not created for that line.

For more information on the Inspection and Acceptance Information region, please refer to the Award Lines section in the Awards chapter.

Please note that for existing lines, the Need-By Date and Period of Performance Dates will not be calculated, and you can enter values for the Need-By Date and Promised Date manually. However, the Need-By Date and Period of Performance Dates are updateable in the newly added lines of the modification. For more information, please refer to the Lines and Schedules sections in the Awards chapter.

For more information on delivery event, please refer to the Lines and Schedules sections in the Awards chapter.

Undefinitized Contract Actions

Please refer to the section Award Lines, page 6-20 in the Awards chapter to learn how to undefinitize a line.

Definitizing a Line

Using the Actions list of values, select the Definitize action in order to definitize outstanding Undefinitized Contract Actions for the line. The Definitized Details region displays. Click Add Actions to select and add one or more outstanding Undefinitized Contract Actions. For an amount based lines, the maximum allowable change in the pricing value as a result of definitization action is the sum of the Not to Exceed Amounts of the selected Undefinitized Contract Actions. For quantity based lines, the maximum allowable change in line total as a result of definitization action is the difference between sum of Not to Exceed Amounts and sum of Undefinitized Amounts of the selected Undefinitized Contract Actions. However, you can still go ahead and change the value of the pricing attributes in case of amount based line and line total in case of quantity based line, such that the actual change is more than the maximum allowable change. In case you select all the outstanding Undefinitized Contract Actions for definitization, the value of Undefinitized would change to No, otherwise the value would remain unchanged as Yes. In case an outstanding Undefinitized Contract Action has already been selected for definitization in a modification, the same will not be available for definitization in any subsequent concurrent modifications.

In case you want to definitize a description based Undefinitized Contract Action, it is mandatory for you to enter value in Definitization Description column. The same is

optional for amount based Undefined Contract Action. Also, if receiving and/or invoicing has already taken place for a quantity based line prior to definitization, you will not be able to change the Unit Price for such lines during the definitization process, or even otherwise.

Adding Undefined scope to an Undefined Line

Select the action Undefined from the Action LOV and the Undefined indicator changes to Yes. Additionally, the Undefined Details region displays with the following fields and you can add the undefinitizing scope to the undefinitized line:

- Undefined Amount: Enter a positive value that is not greater than the Not to Exceed Amount. As soon as you complete entering the amount and tab out, the Total Undefined Amount field in the main region and the Line Total in the main region get recalculated.
- Limitation of Government Liability: Enter a positive value that is not greater than the Not to Exceed Amount.
- Not to Exceed Amount: Enter a positive value for this field. The value of the undefinitized line cannot be greater than the value of the Not to Exceed Amount.
- Planned Definitization Date: Enter a current or future date that will indicate when the line will be definitized.
- Undefined Description: Enter a description for the undefinitization action.

There are two types of undefinitization actions: Amount Based Undefined and Description Based Undefined. When you perform an Amount Based Undefined action, you need to enter data in the following fields: Undefined Amount, Not To Exceed Amount, Limitation of Government Liability, and Planned Definitization Date.

When you perform a Description Based Undefined, you need to enter data in the following fields: Planned Definitization Date and Undefined Description.

If you create an undefinitized line with cost constraints Not Separately Priced or No Charge, then you need to perform only a Description based Undefined. The other fields that are not relevant to Description Based Undefined are not enabled for your use.

Updating Pricing Details on a Modification

You may or may not change the Contract Type and/or Cost Constraint on the modification CLIN/SLIN. You can change the pricing attributes such as Line Type, Unit Price, Unit of Measure and Quantity in addition to changing the Contract Type and/or Cost Constraint.

You can create a new priced CLIN/SLIN in the modification and then update it (while it still has a status of Draft), if required, by changing the Contract Type and / or Cost

Constraint or any of the pricing attributes. If the Line Type is Quantity Based or Amount Based, the Line Details page displays the Pricing Details link. Clicking the Pricing Details link displays the Pricing Details popup. Enter any changes you wish to make to the pricing attribute values and the final Total Amount is calculated by the system.

You can update priced CLIN/SLIN in the modification, if required, by changing the Contract Type and / or Cost Constraint or any of the pricing attributes. If the Line Type is Quantity Based or Amount Based, the Line Details page displays the Pricing Details link. Clicking the Pricing Details link displays the Pricing Details popup. Enter any changes you wish to make to the pricing attribute values and the final Total Amount is calculated by the system.

When the modification is submitted for approval, the lines with a total price of 0 (zero) are considered Null and are validated as such by the system. Thus, it is possible to enter and save a CLIN/SLIN with a total price of 0.

The Approver can update the Contract Type and Cost Constraint and the related pricing elements / attributes during the approval process. If the Approver changes the Contract Type and Cost Constraint, the updated Contract Type and Cost Constraint values are displayed in the line.

The Approval notification displays the Contract Type. The approver can view the cost constraint and the associated pricing attributes by clicking on the attachment in the notification.

When the award is approved, the contract type and cost constraint along with the related pricing elements / attributes cannot be updated in any way. If any of these fields need to be changed, another modification document needs to be created.

Funding on a Modification (for Awards only)

For more information on creating default distributions, please refer to the section Distributions in the Awards chapter.

For more information on linking requisition lines to lines / schedules, please refer to the section Linking Requisition Lines in the Awards chapter.

The Distributions tab enables you to enter or update the funded information for the shipment. On partially funded shipments, the modification displays the partial funded amount in the Funded Value field. However, on new shipments, the funded value defaults to the total amount. However this can be modified by you and the funded value may be 0 or less than the shipment amount. The Partial Funded checkbox is selected to indicate that the funded value is less than the shipment amount. The following funding-related fields are in the Distributions tab to capture the funding information:

- **Partial Funded Flag** – indicates if a shipment is partially funded or not. If the Partial Funded checkbox is selected, the Funded Value field is enabled. If the Partial Funded checkbox is not selected, the Funded Value field is not enabled. By default,

this checkbox is unselected and the Funded Value gets defaulted with total shipment amount. However, you can fully fund the document even when the Partial Funded flag is checked. If the Partial Funded flag is unselected, and the Funded Value is less than the shipment amount , an error message displays.

- Funded Value – enter and save the Funded Value for each distribution in functional currency. Funded Value is an updateable field, provided the Partial Funded checkbox is not selected. The Funded Value cannot be greater than the shipment amount for a distribution. Funded value cannot be negative. In case you do enter a Funded Value that is greater than the total shipment amount or a negative amount, an error message displays.
- Quantity Funded – Quantity funded for each distribution and displayed only for Quantity Based lines. The Quantity Funded field is not updateable and is calculated by the system based on the Funded Value. The value of the Quantity Ordered is defaulted to the Quantity Funded field. Quantity Funded gets overwritten if you modify the Funded Value.
- Amount Funded – Amount funded in document currency for Amount Based lines only. The Amount Funded field is not updateable and is calculated by the system based on the Funded Value. The value of the Amount Ordered field is defaulted to the Amount Funded field. Amount Funded gets overwritten if you modify the Funded Value.

The Functional Currency code is displayed along with the Funded Value field. The sum of the Funded Value fields of the distributions is displayed at the purchase request line level. Similarly the sum of the Funded Value fields is displayed at the header level.

You may not modify / change the Accounts on the existing Distributions on the PO Modifications page.

None of the Account derivation attributes are available for Modification. If you want to modify the accounts on a distribution, you have to update the funded value on the Distribution to 0 (zero) and then create a new Distribution with the new accounts.

Even if the funding related fields are not updated, the total line value cannot be less than the Funded Value, that is, the Funded Value can not be greater than the total line value.

Funds are locked on the original conformed award when the modification is being approved or merged.

You can check the availability of the funds while creating the modification by selecting the Check Funds action in the Actions LOV in the header and lines pages.

Funds are not reserved or liquidated at the time of modification creation. Every modification needs to be reserved just before approval. It is only during approval that funds are reserved. When the encumbrance action is successful, the modification gets approved. Liquidation/Reservation of the funds takes place when approving the modification.

When the Partial Funded checkbox is selected, the Encumbrance is created for the incremental or decreased funded value while approving the modification. Funds are encumbered in a period as per the GL Date entered while creating the modification.

When the document is approved, the Encumbered Amount on the distribution should be updated with the Funded Value and encumbered flag is set to Yes. However, Distributions that are marked with Prevent Encumbrance flag with a value of Yes are not considered for Encumbrance actions.

Exercising an Option Line

Apart from adding option lines to existing CLINs/SLINs, you can also exercise an option line, that is, convert an option line into a line whose supplies/services can be received in the present time if the funds are available. You can exercise an option line by selecting the Exercised checkbox and entering a date in the Exercised Date field. The line that is being exercised may or may not be funded. For more information on funding, please refer to the Funding section in the appendix – Common CLM Functionality, page B-15 and the Funding section in this chapter.

When you select the Exercised checkbox, the Exercised Date defaults to the system date. This is an updateable field. The Exercised Date is a date that should be between the Option From Date and Option To Date.

On a modification, you may or may not choose to exercise the option line. If you do not choose to exercise the option, the Exercised checkbox is not selected, and the Exercised Date field is not entered.

Alternatively, you can create a modification to exercise the option and also enter the funding information for the same line for the Distributions tab (for Awards only – IDVs are not funded).

Therefore, you can create a modification to exercise as well as fund the option line.

When you exercise an option line via a Modification, a notification is sent to the buyer, providing the details of the exercised option line.

Please note that after the option line is exercised and funded (not necessarily fully), CLM ensures that Receiving takes place only for the amount that is funded. Therefore, if the option line is not exercised and funded, then any further transactions such as receiving and invoicing are not allowed.

In the case of IDVs, the option line can only be released after it is exercised.

Line Level Actions

Copy Lines action

The Copy Lines : Specify Copying Options page enables you to copy CLIN/SLIN structures and option lines in the same CLM document. The copy alternatives are:

- Copy CLINs with associated SLINs - use this 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 D-1.

Schedules (for Award Modifications only)

The fields in this tab enable you to enter information regarding the shipment of the items being procured.

Enter schedule details: Schedule, Locations, Organization (Org), Quantity (Qty), Need-By Date, Period of Performance Start Date and Period of Performance End Date. For service lines, period of performance dates is the time period (start and end date) in which the service takes place. A line may not have both a Need-By Date and a Period of Performance Start Date / Period of Performance End Date.

The Previous Qty field is read-only, however, you can update the Change and the Qty fields. For example, if you update the value of the Change field from 0 to 2, and the Previous Qty has a value of 10, the Qty field displays a value of 12. You can update the value of either the Change field or the Qty field to display the new quantity. Any changes in the quantity will automatically affect the calculation of the total amount of the schedule.

To expand the schedule to full page view, click the Actions Update icon.

In the Update Schedule page, the Previous Quantity field is read-only, however, you can update the Change in Quantity and the Quantity fields. For example, if you update the value of the Change in Quantity field from 0 to 5, and the Previous Quantity has a value of 10, the Quantity field displays a value of 15. You can update the value of either the Change in Quantity field or the Quantity field to display the new quantity. Any

changes in the quantity will automatically affect the calculation of the total amount of the schedule.

Please note that for existing schedules, the Need-By Date and Period of Performance Dates will not be calculated by the system. You need to enter the dates manually. However, Need-By Date and Period of Performance Dates are editable in the newly added schedules of the modification.

For more information on the Schedules tab, please refer to the section Schedules, page 6-35 in the Awards chapter.

For more information on delivery events, please refer to the Lines and Schedules sections in the Awards chapter.

Distributions (for Award Modifications only)

The Distributions tab incorporates the following funding fields: Non-DoD Funding Indicator, External Account and FMS Case Number.

- **External Account:** This field records the line of accounting that represents the funds from another system. You can enter free text in this field, multiple values are also acceptable, and it can be printed and integrated to an external system.
- **Non DoD Funding Indicator:** This indicator determines if the LOA is provided from the DoD or not. For DoD orders, this information is important for FPDS-NG reporting.
- **FMS Case Number:** Foreign Military Sales (FMS) case number, which is assigned for DoD purchases for FMS. It is used for FPDS-NG reporting and other roll up reporting so the amount of money spent can be tracked.
- **Agency Accounting Identifier:** This field is used to identify the accounting system to which funds belong.
- **Accounting Classification Reference Number (ACRN):** You may not change the existing ACRN value in the modification, if the base award has an existing ACRN value. If you are adding a new distribution to the modification document, the ACRN field needs to be entered, either by the system or manually. Please refer to the Awards chapter, Distributions section for more information on populating the ACRN field.

The Previous Qty field is read-only, however, you can update the Change and the Qty fields. For example, if you update the value of the Change field from 0 to 2, and the Previous Qty has a value of 10, the Qty field displays a value of 12. You can update the value of either the Change field or the Qty field to display the new quantity. Any changes in the quantity will automatically affect the calculation of the total amount of the distribution.

If you make a change in the Change in Funded Value field, the difference will be

recalculated and displayed in the Fund Value field. Alternatively, if you make a change in the Fund Value field, the difference will be recalculated and displayed in the Change in Funded Value field. Correspondingly, the value of the Quantity Funded field is also updated.

To expand the distribution to full page view, click the Actions Update icon.

In the Update Distribution page, the Previous Quantity field is read-only, however, you can update the Change in Quantity and the Quantity fields. For example, if you update the value of the Change in Quantity field from 0 to 5, and the Previous Quantity has a value of 10, the Quantity field displays a value of 15. You can update the value of either the Change in Quantity field or the Quantity field to display the new quantity. Any changes in the quantity will automatically affect the calculation of the total amount of the distribution.

In the Update Distribution page, the Encumbrance Date field gets its value from the Encumbrance Date field of the base award. However, in the following situations, the Encumbrance Date field value may be automatically adjusted or validated:

- If the distribution is modified with changes being made to the funded amount, the Encumbrance Date will be validated
- If a new distribution is added to the modification document, the Encumbrance Date will be validated.
- If the funded amount is changed on the distribution of the modification document, the Encumbrance Date will be validated.

If a post award request line is autocreated to a modification, then the post award request details are shown in the Distribution details page.

The Distribution details page also shows the MIPR-related fields. If your award is autocreated from a MIPR (either MIPR Own or MIPR Others), the following read-only fields display in the distribution and are populated from the MIPR: MIPR Own / MIPR Others (document number), Line, MIPR Reference, Obligating Type, Reimbursable Agreement.

For more information on the Distributions tab, please refer to the section Distributions, page 6-45 in the Awards chapter.

Copying Attachments

The Attachments region enables you to add new attachments, update attachments that belong to the base document (award or IDV), delete attachments that belong to the base document, copy attachments from the base document to the modification document in order to update the attachments.

The Attachments region in the modification document (header, lines or schedules) has the following subblocks:

- Copy for Update subblock: This subblock enables you to view the attachments that belong to the base document. In addition, you can copy the attachment to the modification document so that you can update the attachment and its details. You can also opt to delete the attachment as part of the modifications made to the base document.
- New/Updated subblock: This region enables you to perform the following actions:
 - Add a new attachment by clicking Add Attachment. Please refer to the Attachments section in the Awards chapter for more information on adding new attachments. After you add a new attachment, a message displays at the top of the page that the attachment has been added successfully, however, when you commit the modification, the attachment will also get committed.
 - Update an attachment that belongs to the base document: First, copy the attachment from the Copy for Update subblock by clicking the Copy icon. The attached copy is displayed as a row in the New/Updated subblock. However, if another modification (concurrent modification) is updating the attachment, you are not permitted to update the attachment. An error message displays at the top of the page, informing you that the attachment is being updated by modification <modification number>. Unless the update is completed by the first modification, you cannot use the attachment.
 - Delete an attachment that belongs to the base document or the modification by clicking the Delete icon either in the Copy for Update subblock (for base document) or the New/Updated subblock (for modification). If you delete the attachment for the base document in the Copy for Update subblock, the attachment details are no longer visible in the Copy for Update subblock. The attachment name appears as a link next to the Marked for Deletion label. However, if another modification (concurrent modification) is updating or deleting the attachment, you are not permitted to delete the attachment. An error message displays at the top of the page, informing you that the attachment is being updated by modification <modification number>. Unless the update is completed by the first modification, you cannot use the attachment.

If you have copied an attachment from the Copy for Update subblock to the New/Updated subblock, and then you wish to undo the action, all you need to do is click the Delete icon for that attachment from the New/Updated subblock.

Global Updates on a Modification

Global Update enables you to add common field values for multiple lines or update common field values for multiple lines on draft CLM documents.

Navigate to an award or IDV Modification. Select more one, multiple, or all lines, schedules or distributions (use the Select All link) and then click Global Update. The

Global Update Lines page displays with the fields that you can update for multiple lines, schedules or distributions.

If you want to add a new value to the modification lines such as Customer Project Code or Customer Project Text, enter the value in the Global Update Lines page and click Apply. If you want to update / replace the original field value(s) with a new field value, such as FSC/PSC, select or enter the new field value and click Apply. A message confirming that the update was successful displays in the Update CLM (Award or IDV) Modification page. You can navigate to individual modification lines to verify that the update has taken place for the fields you specified.

Similarly, you can globally update field values for modifications schedules and distributions, wherever applicable.

Globally updated fields are displayed in the system generated description of the modification document. The View Change Summary action also displays the changes that occurred as a result of globally updating the fields.

Note: You cannot blank out any existing values using Global Update. You can only add or update a value

Actions on a Modification

Terminating or Canceling an Award/IDV using a Modification

The Cancellation/Termination Indicator in the header details of the award/IDV enables you to terminate or cancel the award or IDV. The values that can be selected are:

- No Cost Cancel: This value is applicable for both awards and IDVs. The No Cost Cancel Cancellation Indicator assumes that no Receiving and Invoicing have been done for that award. In case Receiving and Invoicing have been performed for the award, an error message displays, and the user is not allowed to proceed with the cancellation.
- Terminated for cause
- Terminated for convenience
- Terminated for default

Updating the conformed document

The data that is modified is synchronized with the conformed award or IDV. This synchronization can also be done by selecting the Sync action from the Actions LOV. A series of validation checks is carried out to perform the sync.. For example, an approved award has a line with a quantity of 100. A modification is created for the award. During

the life of the modification, if you have received or invoiced a quantity of 80, the validation checks ensure that you cannot change the quantity to less than 80. In this way, the modification data is synchronized with the conformed award or IDV.

During the merge of the modification with the conformed award or IDV, the conformed document is updated with the changes made in the modification. A new revision is created for the award or IDV. The updated data is thereafter available on the conformed award or IDV.

Synchronizing and merging take place for a modification during the modification approval process.

Bilateral Signature

Prior to finally approving a modification, the system checks to see if the modification's Bilateral Indicator field indicates whether the modification approval should be done by the buyer and the supplier.

When the value of the Bilateral Indicator field is Signature, the supplier accesses the modification during approval using Oracle iSupplier Portal and signs the document. The signature is recorded in CLM Purchasing module.

When the value of the Bilateral Indicator field is Proxy Signature, the supplier sends the acceptance via hardcopy mail, email or any other means. The buyer signs on behalf of the supplier with the following details - Name, Title and Date Signed.

Number of Signed Copies: If the supplier is required to sign the modification, this free-text field indicates the number of (hard copy) copies to return to the contracting office.

Small Business Coordination Record

In order to view the DD-2579 document associated with the award modification, IDV with Lines modification, IDV without Lines modification, use the action View Small Business Coordination Record and click Go. This opens the Small Business Coordination Record page where you can see the details of the DD-2579.

In order to update the DD-2579 document associated with the award modification, IDV with Lines modification, IDV without Lines modification, use the action Update Small Business Coordination Record and click Go. This opens the Small Business Coordination Record page where you can edit the details of the DD-2579, provided it is in an editable mode.

If the total value of the modification exceeds the Threshold Amount (specified in the Purchasing Options page > CLM Controls region), a warning message is displayed to the user while submitting the modification. If the status of the Small Business Coordination Record is not Signed while submitting the modification for approval, a warning message is displayed.

Note: A DD-2579 created for a prior modification will remain on that modification. It will not be merged with the conformed document, and it will not be copied over to new modifications.

When a draft modification to which a DD-2579 is associated is being deleted, an error message will be displayed. If user chooses to proceed, the associated Small Business Coordination Record will be deleted / canceled based on the status of the DD-2579 document.

Update FPDS-NG Reporting Information action

Your CLM document (Award, IDV or Modification) has an action called Update FPDS-NG Reporting Information in the Actions LOV (the Actions LOV is available on all the tabs). For example, the tabs in an award are: Header, Addresses and Supplier Details, Lines, Schedules and Distributions. Using the Actions LOV on any of these tabs, you can select the action Update FPDS-NG Reporting Information to open the Edit FPDS-NG Reporting Information page. This page enables you to enter/update/view the reporting details for the CLM document. That is, all the information relevant to FPDS-NG reporting is displayed in this page.

You can also select the action Update FPDS-NG Reporting Information using the Views region in any summary page for any CLM document. Select one CLM document using the Select radiobutton and then choose the action Update FPDS-NG Reporting Information from the Select Award (or Select IDV or Select Modification) LOV.

Please refer to the chapter Federal Procurement Data System – Next Generation (FPDS-NG), page 13-1 for more information.

Warrants for a Modification

A Contracting Officer is an official with the authority to obligate money for the federal government. The Contracting Officer's duties include issuing solicitations, awards, modifications, and orders, and he/she utilizes the majority of the processes and features within the federal system as well.

A Contracting Officer is also assigned the task of approving and signing awards, IDVs and modifications that are within the warrant amount associated with the Contracting Officer. For example, the Contracting Officer has a Type 1 warrant of \$5000, and the Type 1 warrant is associated with an award. This means that the total amount of the award should be \$5000 or less, if it needs to be approved by the supplier and the Contracting Officer. If the total amount of the award exceeds \$5000, the buyer can assign another Contracting Officer who has the authority to approve and sign for a larger sum of money.

In CLM, a buyer is specified as a Contracting Officer. When a buyer is marked as a Contracting Officer in the system, a warrant is also associated with the Contracting

Officer. For more details on setting up warrants, Contracting Officer, associating CLM documents with warrants, etc, please refer to the *Contract Lifecycle Management for Public Sector Implementation Guide*.

A Warrant consists of Warrant Types and a Contracting Officer association. A Contracting Officer can be associated with one Warrant only. Every Warrant Type has a Warrant Amount associated with it. The seeded or predefined Warrant Types in CLM are available as lookup values as:

- Type 1
- Type 2
- Type 3
- Type 4
- Type 5

The Warrant Types can be defined and set up by individual agencies, according to their particular requirements. Additionally, implementers can enter different Warrant Amounts for each Warrant Type, and again, this differs from agency to agency. Warrant Amounts cannot be negative values.

If you wish to ensure that the award or IDV modification amount you submitted for approval is validated against the Warrant Amount, your system administrator needs to enforce warrants by associating a Warrant Type to a CLM document style in the Document Styles page. For example, your Document Style is Award, and the Warrant Type associated with it is Type 1 (The Warrant Type for a modification document is inherited from the base document, that is, Award or IDV). Type 1 has a Warrant Amount of \$5000 and is associated with a Contracting Officer. When a Contracting Officer signs a modification document, the warrant defined for that Contracting Officer is validated during the document submission step as well as during the final approval of the document. The warrant amount should be greater than or equal to the sum of the absolute values of the modification line change amounts. For example, if line-0001 is increased by \$15000, line-0002 is increased by \$2000 and line-0003 is reduced by \$3000. Thus the modification document total change amount is \$20000. Hence the warrant amount for the Contracting Officer should be at least \$20000. Therefore, the system validates if the total amount of the modification exceeds the Warrant Amount that is associated to the Contracting Officer. You cannot proceed further unless you change the total amount of the modification or change the Contracting Officer, so that another Contracting Officer who has greater authority for obligating larger sums of money can be associated with the modification.

Enforcing Warrants for a Modification

1. Use the Create Modification action to create a modification for an Award or IDV. Note that the warrant level set for the document style from which the modification

document (Award-Modification or IDV-Modification) is created is considered for warrant validation. If the document style is not enforced for warrants, then no validation is performed.

2. Update the required and relevant fields for your modification. When the line information is updated, the changed amount of the line(s) is calculated and validated against the total warrant amount. This implies that the Contracting Officer, who is associated with a warrant, should have the capability to approve a modification with a total change amount that is not greater than the warrant amount. If the warrant amount is less than the total change amount of the modification, then the buyer can assign another Contracting Officer with a higher warrant authority to the modification document.
3. Only line amount changes are validated not amounts at the schedule or distribution level.
4. When warrant currency is different from the ledger currency or the document currency, appropriate validations are carried out and you see an error message.
5. Submit your modification for approval. During document submission, some validations are performed: checks such as the validity of the warrant and Contracting Officer, active status of the warrant, total amount of the CLM document and the total warrant amount, etc are carried out. If any of the validation checks fails, an error message is displayed and you need to make the necessary corrections in order to proceed.
6. The status of your modification is now Pre-Approved or Approved, depending on whether you need the document to be electronically signed by the Contracting Officer or not. The Acknowledgement column in the document Views region displays whether a signature is required. For more information on electronic signatures, please refer to the Electronic Signatures section.

System Generated Description

In the Modification page, select the Generate Change Description action from the Actions LOV. The Change Description page displays. Choose a mode to generate the system description for the modification - Background Mode or Runtime Mode. Runtime Mode is selected by default.

If you wish to generate the change description summary document in runtime, select the Runtime Mode radiobutton and click Generate. A message displays, informing you that the Change Description has generated successfully. Click the link to the rtf document to download the change description summary document. Open the rtf file to view and update the change summary if required. Use the Upload Change Description field to perform the upload of the change description summary document from your local computer to the CLM system. Click Browse to find the rtf file on your local

computer and to select it. Click Apply to save your change description summary document with the modification document. A selected checkbox, Text Edited by User, also displays, indicating that you have updated the change description summary document. The Mod Updated After Generating Description checkbox displays as selected when you have made changes to the modification after the change description is generated.

When you select Background Mode and click Generate, a concurrent request is run in the background. A confirmation message displays, telling you the concurrent request ID that has been submitted. Navigate to the Requests > View Requests page to verify if the concurrent request has processed successfully. If the concurrent request has processed successfully, the link to the change description summary document (in rtf format) displays on the Change Description page. Click the link to the change description summary document and save or open the rtf file as per your requirement. You will see a summary of the changes you made as part of the modification.

Edit the text if you need to update any of the changed descriptions. Then use the Change Description page to upload the updated rtf file back to the system. Use the Upload Change Description field to perform the upload of the change description summary document from your local computer to the CLM system. Click Browse to find the rtf file on your local computer and to select it. Click Apply to save your change description summary document with the modification document. A selected checkbox, Text Edited by User, also displays, indicating that you have updated the change description summary document.

This description gets printed as part of the SF30 form generated for modifications.

If you have made identical updates or additions to various lines in the document, the system collates or rolls-up these changes in the change description summary document. For example, you updated the Need-By Date in 4 lines to the same value (that is 01-Jul-2012). The change description summary displays the changed date and mentions the line numbers that were updated.

The consolidated summary is available for all CLINs, SLINs and CLIN-SLIN structures. All the fields are eligible to be collated or rolled-up in a summary, except for the following:

- Pricing related fields
- Fund Value field
- Description fields
- Attachment related fields
- Constraints (IDVs)
- Price Breaks
- Solicitation Attribute related fields

Return to the Update Modifications page and select the View Change Description action from the Actions LOV to see the summary of changes. You can download the change summary document rtf by clicking the filename link. If you have updated the change description summary document, the read-only checkbox Text Edited By User is shown as selected. If you have updated the modification after generating the change description, the read-only checkbox Mod Updated after Generating Description is shown as selected.

Approving a Modification

When you complete your modification and are ready to initiate the approval process, select the Submit button in the Update page using any of the sub-tabs.

The Approvals Workflow along with the Approvals Management Engine (AME) is used to perform the approval cycle. When you select the Submit button, Purchasing performs submission checks to verify that the document is complete and in an appropriate state for the action you chose. Status checks are performed when you take an approval action.

The following fields must be validated and/or populated during the approval process:

- Effective date
- Signed date
- Contracting Officer's Name - final approver's name, differs from Buyer field already on the PO
- CCR synchronization date / flag
- Total cost with options against the approval level for the user that is completing the final approval

You can approve documents through the Notification Details Web page, accessible through the Notifications Summary menu in Purchasing. The Notifications Summary page lists all the documents awaiting your approval, so that you can manage your pending approval queue and take approval actions. After opening a notification, you can drill down to the document itself, and review it and its action history.

Important: You can modify the document only if Approver Can Modify is enabled for the document type.

Oracle Purchasing performs a submission check on all documents that successfully complete a status check whenever you perform or attempt an approval action. The submission check verifies that all mandatory fields have been entered and that various quantities, amounts, and dates are within prescribed ranges or limits. If your document fails any of the submission check rules, Purchasing automatically brings you to the Approval Errors window where you can review the cause(s) of failure. You can then

return to the document entry window to make required corrections.

Oracle Purchasing offers the following document approval actions in the notification: Approve, Approve and Forward, Forward, and Reject. You can also reassign a notification to somebody else.

Prior to finally approving an award, the system checks to see if the award's Bilateral Indicator field indicates whether the award approval should be done by the buyer and the supplier. If the Bilateral Indicator field indicates that the supplier's signature is required, the Vendor Signatory field (Name, Title and Date Signed) are required to be entered. Thus the contracting officer may send the award to the supplier and after receiving the supplier's signature on the printed award, he may update the award header with the Vendor Signatory information.

On approval, the changed fields on the modification get merged with the original conformed document. Thus the conformed document now contains the modified details and any further changes to it require another modification to be created.

Electronic Signature for a Modification

If the value of the profile option Contracting Officer's Electronic Signature Required is set to Yes, then the Contracting Officer will be required to sign an award, IDV or modification document. You can select one of the following values from the Bilateral Indicator LOV:

Bilateral Indicator value	Document Signed By:
None	Contracting Officer
Proxy Signature	Buyer (on behalf of the supplier) and Contracting Officer
Signature	Supplier and Contracting Officer

Use the Header tab to specify a Contracting Officer if one is not already defaulted from the Preferences page.

The Purchasing CLM Defaults page in the Preferences link enables you to view the default Contracting Officer. You can override the default values of the Preferences page by entering or selecting the value you want in the CLM document.

Electronically Signing Modifications by Supplier and Contracting Officer

When you create a CLM document and wish to get supplier acceptance for the modification, you need to ensure that the value of the Bilateral Indicator field (in the header tab) is set to Signature and the number of Signed Copies is greater than zero.

This enables electronic signature of the modification by the supplier and the Contracting Officer. After you submit the document for approval, the status of the document displays as Pre-Approved and the Acknowledgement column displays Pending Supplier Signature.

The following steps need to be performed in order to complete the electronic signature process:

1. The supplier will sign the document electronically via iSupplier Portal. After the supplier signs the document, you (the Contracting Officer) need to navigate to the Notifications Summary page.
2. Open the notification that requests your signature. The Notification page requires you to Accept or Reject the document. Enter an acceptance or rejection reason in the Response region and then click Accept if you wish to accept the document, otherwise click Reject or Reassign (to reassign to another Contracting Officer).
3. On accepting, the Notifications page prompts you for your user name and password to complete the electronic signature process.

If you have logged in as a buyer, using the Awards > Views page, you will see that the status of the award is now Approved and that the value of the Acknowledgement column is now Accepted. Click the Accepted link to view the Acknowledgement History page. Click the eSignature icon in the Acknowledgement History page to view the history of the signature process for this document. The E-record page displays, enabling you to view the signature details, acknowledgement details and other information related to the e-record.

Proxy Signing of Modifications by Buyer (on behalf of Supplier) and Contracting Officer

When you create a modification and wish to get the document proxy signed, you need to ensure that the value of the Bilateral Indicator field is set to Proxy Signature and the Number of Signed Copies field should have a value greater than zero. This enables electronic signature of the modification by the Contracting Officer and proxy signature on behalf of the supplier by the buyer. After you have entered the data in the document and submitted it for approval, the status of the document displays In Process and the Acknowledgement column should display Requires Signature. After the approvers have approved the document, the status of the document should be Pre-Approved and the Acknowledgement column should display Requires Signature.

As a buyer, you need to perform the following steps to complete the proxy signature process:

1. Create a modification document and enter the relevant change information at the header, address and supplier, line, schedule and distribution tabs.
2. The buyer opens the notification and signs on behalf of the supplier. The notification requesting your (buyer's) signature displays in the Open Notifications

view in the Notifications Summary. The sender of this notification is the supplier user, on whose behalf the you will be signing.

3. Enter relevant values in the Response region (for the following fields: Comments, Supplier Contact Name, Supplier Title, Signed Date).
4. On accepting (user can reject or reassign as well) you need to enter your user name and password in order to complete the proxy signature process.
5. The status of the CLM document is still Pre-Approved, and the value of the Acknowledgement column is Pending Contracting Officer Signature.

As the Contracting Officer, you need to perform the following steps to complete the Proxy Signature process:

1. Login as the Contracting Officer and use the appropriate Purchasing responsibility. Navigate to the Notifications Summary page.
2. The Notifications Summary page shows you the notification requesting your signature. Click on the notification link or select the checkbox next to the notification link and then click Open.
3. The Notification Details page displays the supplier and buyer names. Additionally, you can enter a reason for accepting or rejecting the CLM document. You can perform the following actions with respect to the document: Accept, Reject, Forward, Reassign.
4. If you click Accept, the Sign Notification page displays, where you (as the Contracting Officer) need to enter your user name and password in order to complete the electronic signature process. Enter your user name and password in the fields indicated, and then click Sign.
5. The status of your CLM document should be Approved and the Acknowledgement column should display a value Accepted. Click the Accepted link in the Acknowledgement column to display the Acknowledgement History page.
6. Click each or any of the e-Signature icons in the Acknowledgment History page to open the Electronic Records and Signatures: E-record details page. This page displays the signature, acknowledgement and other details pertaining to the signature action.

View Base Document

You can view the original (base) award on-line, as well as in a PDF format. When an award/IDV is modified, you can still view the original document details as they existed prior to any modifications. The base award/IDV is viewable in a read-only format and you can generate a PDF version of the base document as well. Open a modification and

then select the View Base Document option from the Actions LOV. The Actions LOV is available in all the tabs of the modification document. Additionally, you can select the View Base Document option from the Actions LOV in the Views region or the Search page of the modification document.

Concurrent Modifications

Creating Draft Concurrent Modifications

Buyers and contracting professionals can create draft concurrent modifications from the following pages: Buyer Work Center, Awards/IDVs page and Document Builder.

In Buyer Work Center, if one or more draft modifications exist for the award/IDV, a message is displayed, informing you that there are some modifications already created for the award/IDV. Click Yes to create another new draft modification or No to edit an existing draft modification.

If no draft modifications exist for the award/IDV, the message above does not display.

If multiple lines are selected for performing a global update, and you attempt to update a field value that is locked in one or more lines, then an error message displays for those lines and other lines get updated via global update.

In Document Builder, the action New Modification enables you to create a concurrent modification. Select an approved award and then add the requisition lines that you want to add to the modification document.

Modification Header

The regions of the modification Header along with the Supplier Details region (Addresses and Supplier Details tab) are grayed out if another user is updating the header level fields via another modification. However, the Main region and the Modification Justification regions are never grayed out because they are specific to the modification document. If you hover your mouse over the lock icon, a tooltip displaying the modification number and the buyer who locked the modification is displayed. You can request the other user to release the lock so that you can update the field values. The Revert button rolls back the changes made by the current user, that is, the changes made in the modification are discarded, and the lock is released. Thereafter another user can update the Header attributes via another modification.

In case of IDVs, the Ceiling Amount is the only field allowed for concurrent update.

For more information on lock types in concurrent modifications, please refer to the appendix - Lock Types in Concurrent Modifications, page C-1.

Addresses and Supplier Details

Each address (code, contact, location) can be concurrently. You can request the other

user to release the lock so that you can update the address and supplier details field values. The Revert button rolls back the changes made by the current user, that is, the changes made in the modification are discarded, and the lock is released. Thereafter another user can update the Address and Supplier Details attributes via another modification.

Note: Modification Issuing Office and Modification Administration Office are specific to the modification and are not updated in the conformed document.

Modification Lines

As part of the modification updates, you can add new lines or update the field values on existing lines. You can add as many new lines as required, this action does not interfere with other users' actions of adding new lines.

When you add new lines to the modification, the line numbering that takes place automatically increments the last generated line number by 1. If other users are also adding new lines via other modifications, the line number will be last generated line number among the newly created lines on the modification(s) plus 1.

However, when you are updating the field values of an existing line, not all field values are available for updates if another user is updating them. Fields such as Price, UOM and Contract Type are locked fully when another user updates these values. Fields from Schedules (Need-By Date, Promised Date and Location) and Distributions (Requester, Deliver-to location, Project, Task, Expenditure type, Org, Date) are read-only when the modification is being updated.

When some field values are updated by you and another user(s), the system automatically displays a lock icon at that row, indicating that the field cannot be updated by you. Examples of such field values are Price, Qty, etc. There are two types of locks that are available in concurrent modifications: full locks – where the lock cascades to Schedules and Distributions; partial locks – where the lock does not cascade to other entities and remains at the line level only. If the Schedule/Distribution is being updated by another user via a modification, the full lock does not apply and an error message is displayed.

When the current user updates a field on the modification line, an unlock icon is displayed.

Use the View Concurrent Changes action to see the report of the concurrent changes for the selected line(s).

When creating an IDV modification, the field values and price breaks for IDVs, are locked along with the line. When the line is locked (either partially or fully), all price breaks are implicitly locked.

For more information on lock types in concurrent modifications, please refer to the appendix - Lock Types in Concurrent Modifications, page C-1.

Modification Schedules (for Award Modifications only)

The Shipment level fields displayed at line level are read-only in the modifications for existing line(s). The values defaulted from the award are displayed and are available for update.

Shipment level attributes at line level: Need-by date, Promised date, Location

The Shipment Quantity can be updated concurrently; however it should not be a negative value in the last update. If a negative value is displayed, an error message is shown.

Modification Distributions (for Award Modifications only)

The Distribution level fields displayed at line level are read-only in the modifications for existing line(s). The values defaulted from the award are displayed and are available for update.

Distribution level attributes at line level: Requester, Deliver-to location, Project, Task, Expenditure type, Org, Date.

You can update the Change in Funded Value and Fund Value fields concurrently.

For more information on lock types in concurrent modifications, please refer to the appendix - Lock Types in Concurrent Modifications, page C-1.

Copying Attachments

The Attachments region enables you to add new attachments, update attachments that belong to the base document (award or IDV), delete attachments that belong to the base document, copy attachments from the base document to the modification document in order to update the attachments.

For more information on copying attachments, please refer to the section Copying Attachments, page 10-21 in this chapter.

Managing Draft Concurrent Modifications

You can perform the following actions/tasks on draft concurrent modifications:

- **Query Modifications:** The Awards/IDVs tabs along with the Modifications sub-tabs have Views and Search capabilities that can be used to query one or more modifications. Personalize your views to see sorted modifications, for example, by buyer, by approval status, buyer's concurrent modifications, etc.
- **Delete Modifications:** Modifications and their related references can be deleted at any time. References such as any row or entity locked in the modification, notifications referring to this modification, Update Attachment icon and Update Clauses (in Contract Terms) if they are locked because of this modification.

- **Other Actions:** Other actions such as Sync, View Base Document, View Change Description, and View Modification PDF, etc, that are available for single modifications, are also available for concurrent draft modification as well.
- **Managing Attachments:** If a modification is being updated by another user, you cannot modify or update the existing attachments via another modification, the Update button is disabled; however you can add a new attached file at the header, lines or schedule levels. When the other user has completed approving the modification, you can proceed to update or modify the attachments in the modification at the header, lines or schedule levels.
- **View Change Summary:** Using the Lines tab, Schedules tab or Distributions tab, select the View Change Summary action from the Actions LOV. The View Change Summary page displays, showing you the delta of changes that occurred in all the concurrent modifications created for that award/IDV.

Notifications

In a situation where one or more users are creating and updating modifications to the same award/IDV, the region that is being updated by a user (e.g.: line, header region, etc) is grayed out or a lock icon displays at that location. You can notify the other user (using the action Notify) that the region is not available for update. When the notification is received by the other user, the other user can use the Revert action to undo the changes made by you. This action unlocks the region and it is now available to other users to update via their modifications.

When you wish to collaborate with another user and request the other user to update the modification, select the Notify action to inform the other user to do the needful. The other user can also reply to your notification with notes.

Manage Contract Terms in Concurrent Modifications

The following contract related entities are impacted in concurrent modifications:

- Users can add new clauses to the modification at any time.
- However, when there are concurrent modifications updating the contract terms, the system allows the update of contract terms via only one modification at a time.
- Updating any of the variable values is considered to be an update to the clause that has that variable.
- Deliverables can be added through concurrent modifications; but the deliverables available on the base document that is copied to the modification document cannot be updated.
- When two users are working concurrently on two draft modifications, and one of

the users have updated any one clause, section or run Contract Expert, then the following actions are not available for the other user to update on the other draft modification:

- Update Clause
- Update Section
- Run Contract Expert

If a user opts to perform one of the above actions, a message is displayed, informing the user that there are modifications already updating contract terms or running Contract Expert and to refer to the Manage Concurrent Updates page.

- Select alternate: This action is disabled for the current user, because the other draft modification has updated (edit/deleted) the clause.
- Update & Delete: These actions are disabled for the current user, because the other draft modification has updated (edit/deleted) the clause. This applies to sections as well.

The Manage Concurrent Updates page is displayed after you select the Manage Concurrent Updates action in the Contract Terms page. Using this page, you can check the status of sections, clauses, Contract Expert for any type of updates that are made as a result of concurrent modifications. You can see the User, Document Type and Document Number that are being updated. You can either notify other users or unlock a locked entity as part of your actions.

- Notify: This action is available for use when the entity is being updated on the other modification concurrently. When the user clicks Notify, a notification is displayed, using which the user can collaborate with the other user who has updated the same entity.
- Unlock: This action is available for use when the entity has been updated on the current document concurrently. When the user clicks Unlock, the entity is refreshed and the value from the base document is restored (the updates are undone).

The following Contract Details can be updated via concurrent modifications:

- Contract Administrator
- Legal Contact
- Authoring Party (Internal is allowed)
- Contract Source (Structured Terms when Authority party is Internal, Attached Documents when Authority party is Supplier or Internal)
- New Contract Template

- Retain All Clauses and Deliverables

Managing Concurrency in Concurrent Modifications

When there are multiple modifications concurrently updating an award/IDV, one of the following scenarios take place:

- All Modifications are updated concurrently: each modification is queried, updated and saved. All field values are available for updates.
- Modification is deleted: When a draft modification is deleted, the lock on the entities is released, and the field values are now updateable.
- Modification is submitted for approval: The submission checks ensure that the individual modifications are validated and are completed when they are submitted for approval. Submission checks also validate if the shipment and distribution quantities are not negative values when submitting for approval. The system also validates if the modification submitted for approval is in sync with the base document, that is, the version of the award/IDV is not revised when the modification was created.
- Modification is approved: The updates made in the modification are now merged and updated with the conformed award/IDV. When the conformed award/IDV is updated, the base document is versioned, and the draft modification(s) go out of sync with respect to the base document.
- User Action: Sync with Base Document: Every time a modification is approved and the base document is versioned, other draft documents in the system are out of sync with the base document. Therefore it is necessary for the user to sync the documents. For example, three concurrent modifications are created by different users. The first modification is updated and approved and also merged with the conformed base document. The other two modifications are out of sync with the base document. Therefore when you try to update the modifications or submit them for approval, a message is displayed, informing you that the modification is out of sync with the base document. Click Yes to perform the sync with the base document or No to cancel the sync operation. During sync, the latest data from the award/IDV is updated to the modification. If any update has been performed on the modification before the sync action, then the updates (delta changes) are carried over automatically by the system after the sync action.
- System initiated sync with base document occurs when you open a modification and update it. A message is displayed, informing you that the modification is out of sync with the base document. Click Yes to perform the sync with the base document or No to cancel the sync operation.

Managing Concurrency for In-Process Concurrent Modifications

When there are multiple in-process concurrent modifications, the following scenarios can occur:

- All Modifications are processed for approval in parallel: Each modification may be routed thru AME (Approvals Management Engine), Supplier Signature, and Contracting officer signature processes or flows. If the modification is out of sync for any reason (example: modification updated by the approver), the modification is synced by the system and proceeds for approval.
- Modification is rejected: In-process modifications can be rejected during approval process by the system or by the approvers because of funds check failure, sync action failure etc. Any rejected modification, if it is not in sync with the base document, is synchronized when it is re-submitted.
- Modification is approved: The approval checks ensure that individual in-process modifications are validated and completed. The updates made in the modification are now merged and updated with the conformed award/IDV. When the conformed award/IDV is updated, the base document is versioned, and the draft modification(s) go out of sync with respect to the base document.
- User Action: Sync with Base Document: Every time a modification is approved and the base document is versioned, other draft documents in the system are out of sync with the base document. Therefore it is necessary for the user to sync the documents. For example, three concurrent modifications are created by different users. The first modification is updated and approved and also merged with the conformed base document. The other two modifications are out of sync with the base document. Therefore when you try to update the modifications or submit them for approval, a message is displayed, informing you that the modification is out of sync with the base document. Click Yes to perform the sync with the base document or No to cancel the sync operation. During sync, the latest data from the award/IDV is updated to the modification. If any update has been performed on the modification before the sync action, then the updates (delta changes) are carried over automatically by the system after the sync action.
- System initiated sync with base document occurs when you open a modification and update it. A message is displayed, informing you that the modification is out of sync with the base document. Click Yes to perform the sync with the base document or No to cancel the sync operation.

Contract Administration

Overview

The Contract Administration tab is used when an agency wishes to perform processes such as closeout, updating multiple modifications, changing suppliers or supplier names on a set or batch of contracts (awards or IDVs) due to changes such as administrative updates or contractual terms changes, etc.

This tab helps the contracting officers and contracting specialists to mass update selected documents, instead of performing operations on individual documents.

Multiple Modifications

Multiple Modifications (or Multi-Mods) for awards or IDVs are created by searching for, and selecting one or more awards or IDVs to modify. You can then specify the updates / revisions and submit these changes as a concurrent request. Individual modifications are created simultaneously for each award or IDV that is selected in the batch and the updates are performed subsequently on each of the modifications. You have the option to either automatically submit the modifications for approval or you can manually submit each Modification for approval, after reviewing the changes. When the modifications are approved, you can view the conformed document(s) to verify that the changes have actually taken place.

There are three distinct types of multiple modifications that can be created for awards or IDVs:

- Multiple Modifications – to perform administrative changes on a set of contract documents (such as an office, location, contact, contract terms and clause updates; adding, deleting and replacing clauses, etc).
- Supplier Name Change – to update multiple awards or IDVs with a new or updated supplier name. In addition, administrative changes mentioned above as well as contract terms and clause updates can also be performed.

- Supplier Change (Novation) – to update multiple awards or IDVs with new supplier information (such as a different supplier, supplier site, address, contact, remit-to address, etc). In addition, administrative changes mentioned above as well as contract terms and clause updates can also be performed.

Please note that modifications that update the contract value or funding information cannot be created via Multiple Modifications and must be created as individual modifications.

Click the Multiple Modifications tab in Buyer Work Center. The Multiple Modifications page consists of two regions: Search and Select Documents and Draft Multiple Modifications Set.

The Search and Select Documents region consists of search criteria fields for which you need to provide some values. For example, enter the Document Type as Award or IDV with Lines to narrow down your search for the CLM documents. You can enter additional search criteria using the Add Another List of Values. Select additional criteria, for example, Effective Date or Contract Clause or COTR Office and click Add to add the field to your existing search criteria fields. The new search criteria field(s) are displayed below the existing search criteria fields. Enter values for the search fields and then click Go to view the search results.

Please note that by default the search results only display the supplier name as the updated name as per the system records. Use the original supplier name as a search criteria, if you would like to search for documents based on the supplier's original name, as stored in the contract documents.

If the Header of an award is locked by any modification, then Multiple Modifications for Supplier Change or Supplier Name Change will fail. The failed Award/IDV Numbers will be listed in the concurrent program output file.

Similarly, if an address or contract clause is locked by any modification, then the Multiple Modification request for address/contract clause change will fail.

When the search results (list of awards or IDVs) are displayed in the search results region, a Select checkbox is also displayed at the start of each row. Use this Select checkbox to choose the multiple awards or IDVs to be modified in a batch. A blue dot displays next to an award or IDV number, if the document has one or more active modifications already created for it. Select one of the following values from the Actions LOV and click Go:

- Create Modifications
- Create Modifications for Supplier Change
- Create Modifications for Supplier Name Change

Note: If you select the Create Modifications action, you can select awards or IDVs that are created for different suppliers. However if you

select the Create Modifications for Supplier Change action or the Create Modifications for Supplier Name Change action, you need to ensure that the awards or IDVs that you select have the same supplier entered on them. Otherwise an error message informing you that you need to select the same supplier displays and you will not be allowed to proceed until you have made the necessary changes to the selection.

The Draft Multiple Modifications Set region enables you to view various batches of multiple modifications that you have created and saved, intending to process the sets at a later period. Please note that the individual modifications will not display in this region, only the sets of modifications that are identified by a Description (set name) are displayed in this region.

The Type column indicates the type of multiple modifications you had selected from the Actions LOV in the Search and Select Documents region described below. The Creation Date field is also displayed. In addition, the Validation Status column displays the relevant link / information, when the value of the Type column is Create Modifications for Supplier Change or Create Modifications for Supplier Name Change. The Validation Status column does not display any value if the Type of the multiple modification set is Create Modifications.

Create Modifications

After selecting one of the three actions (Create Modifications, Create Modifications for Supplier Change, and Create Modifications for Supplier Name Change) and clicking Go, the Specify Change Details – Multiple Modifications page displays. This page has the following regions:

- Modification Details region – This region enables the contracting specialist or contracting officer to enter the modification information that pertains to all modifications that are to be created for this change. The mandatory fields such as Multiple Modifications Description need to be entered.

The Contracting Officer and Bilateral Indicator field values need to be specified if you need to obtain the relevant signatures from all parties during the approval process. In addition, you need to ensure that the supplier contact information is entered, otherwise an error message will display. Also, you need to enter the number of copies and an Acknowledge By (date) in order to obtain the relevant signatures. For more information on Bilateral Signature, please refer to the section Electronic Signature for a Modification in this chapter.

The Initiate Approval checkbox enables you to send all the modifications for approval as a batch, immediately on creation of the modifications. If you select the Initiate Approval checkbox, you also need to select a value from the FPDS Approve without Reporting Reason LOV, so that the modifications are approved automatically without going through the CAR (Contract Action Report) creation process. The Reason LOV in the Edit FPDS-NG Reporting Action page is the same

LOV as the FPDS Approve without Reporting Reason LOV. (The Reason LOV is displayed only when the Reporting Method selected is None and the Approved without Reporting checkbox is selected.) If the modifications are to be reported to FPDS-NG, the Initiate Approval checkbox may not be selected. This would allow you to manually report the modifications individually to FPDS-NG, prior to approval. For more information on FPDS-NG, please refer to the chapter Federal Procurement Data System – Next Generation in this guide.

- The Modification Justification region enables you to enter the modification justification details such as Modification Authority, Authority Text and Justification.
- The Addresses region is the first region where you make the data updates that will be applicable to all the modification documents that have been created simultaneously for the set of awards or IDVs that you selected. Please note that you can update the addresses, locations and contacts for all the offices (Address Type field), except the Modification Administration Office and Modification Issuing Office. The values for these two offices (Address Type) are defaulted on this page from the Preferences > Purchasing CLM Defaults page (the values are defaulted from the Administration Office and Issuing Office fields). Enter a new address, location or contact by selecting the appropriate value from the search LOV that appears when you click the magnifying glass icon.

Note: If an address is not required to be updated, then no data should be entered for that address. Any such entered data is treated as an update to the existing information via a modification.

- Update Clauses region enables you to add, delete or replace clauses in the Contract Terms. Select the Add option from the Action LOV to add a clause. The selected clause(s) are added to the document. The clause needs to be defined in the contracts template and should have a default section. The new clauses are thus added to the default section in the template. If there is no default section, the clauses will not be added to the document. The To Clause LOV allows you to select a clause from the Contract Terms Library. Click Add Another Row to select another clause-update-related action for the multiple modifications. The Delete action enables you to remove a selected clause or clauses from the Contract Terms (provided that clause exists in the Contract Terms) of the modification documents. Using the Replace action, you can substitute a clause with another, provided the original clause exists in the Contract Terms of the modification documents. Use the Remove (trashcan) icon to remove a clause.

Please note that all the above-mentioned actions are applicable only to Standard Clauses.

- The Documents Selected for Multiple Modifications region lists all the awards or IDVs that you selected in the Search region of the previous page. A blue dot

displays next to each award or IDV number that has an active modification associated with it. Use the Delete action to remove any of the selected documents from the batch. No modification will be created for documents removed from the batch.

Click Cancel to undo your changes and return to the Multiple Modifications Search page.

Click Save to save your work and process the multiple modifications batch at a later point in time. The saved multiple modifications set will appear in the Draft Multiple Modifications set region in the Search page.

Click Submit to invoke the concurrent request that will create the modifications with the relevant data and submit the modifications for approval (if Initiate Approval is selected). After you click Submit, a Confirmation message appears at the top of your page, displaying the concurrent request number that has been submitted for your multiple modification batch.

Some validations that occur during submission:

If the award or IDV is associated with a document style in which the Concurrent Modification checkbox is not selected, and the award or IDV already has an active modification, then an error message is displayed.

The award or IDV is associated with a document style in which the Concurrent Modification checkbox is selected; if that award or IDV already has an active modification that is updating the same field(s) as the ones being updated in the Multiple Modification, then an error message is displayed.

If a mandatory field is not entered, such as new Supplier Site for Supplier Change request, then an error message is displayed.

Navigate to the Reports > View Requests page to track the status of the Multiple Modifications concurrent request (the name of the concurrent program / request is Create Multiple Modifications and cannot be run from the Requests window or page, it can only be generated by the Submit action in the Specify Change Details – Multiple Modifications page. The Requests page enables you to view the Request ID and the Name fields to accurately find your concurrent request. If the Phase of the request is Completed and the Status is Normal, you can proceed to view the Output of the concurrent program by clicking the icon in the Output column. The Output page displays four kinds of lists :

- List of Successful Documents
- List of Documents with Warnings (either System Generated Description (SGD) was not generated or Approvals were not initiated)
- List of Ignored Documents (No relevant changes to create Modification)
- List of Error Documents

If your modifications have been successfully updated, the set of modification documents will display in the List of Successful Documents sorted by modification number. The modification number is the award or IDV number with a control suffix (for example, C0001). For more information on modification numbering, please refer to the Document Numbering section in the Appendix - Common CLM Functionality.

If your modifications cannot be processed unless the system generated description is generated or the approval is initiated or if there are document submission check warnings, the list of modification numbers will show up in the List of Documents with Warnings. The List of Ignored Documents indicate that the concurrent program has not attempted to create the modifications listed; for example, if the clause updates are not applicable, the multiple modifications will not be created and the document numbers will be listed in the Ignored Documents list. The List of Error Documents displays those modifications whose creation encountered unexpected errors, such as another user updating the document / field(s) at the same time.

You will need to perform your next course of action depending on what the lists of the Output display.

Click the Home link at the top of the page to return to Buyer Work Center. If the List of Successful Documents displays modification numbers, navigate to the Awards or IDVs pages and then to the Modifications sub-pages to verify that the base document has indeed been updated and that the status of the modification(s) is Approved and Merged.

In case your modifications are listed in the Warnings, Ignored or Error lists, you will need to revisit each award or IDV / modification document to correct the errors individually and re-submit the modification documents as another batch.

Create Multiple Modifications for Supplier Name Change

In the Multiple Modifications main page, using the Search and Select Documents region, search for the awards or IDVs you wish to modify. You can look for your documents using the given search criteria or by adding additional search criteria fields such as Original Supplier, Supplier Site, etc.

Please note that your search results always display the updated (new) supplier name from the vendor master information. However, you still need to modify the awards or IDVs to update the supplier name on the awards or IDVs using multiple modifications. If the supplier name is not updated via multiple modifications, the printing of the document will reflect the original supplier name and not the new supplier name.

Using the Search and Select region, after you have chosen a set of awards or IDVs that you wish to modify as a batch and selected the Create Modifications for Supplier Name Change from the Actions LOV, the Specify Change Details – Multiple Modifications for Supplier Name Change page displays. This page is similar to the Specify Change Details – Multiple Modifications page.

This page has the same regions as the Specify Change Details – Multiple Modifications page, along with an additional region for Supplier Name change. For more information

on the other regions such as Modification Details, Modification Justification, Addresses, Update Clauses, Documents Selected for Multiple Modifications, please refer to the section Create Multiple Modifications.

The Supplier Name Change region enables you to view two fields relevant to supplier name change: the Existing Supplier Name field and the New Supplier Name field. Both these fields are read-only and you cannot modify their values. The existing supplier name is the original supplier name that is captured and stored as part of a contract during the contract approval. The new supplier name is the name of the supplier at this point in time, as per the supplier master information. You can only verify that the values are the ones you wish to modify. If you do not see the correct values in the region, you will need to notify your administrator to update the vendor master information. If the values are correct and you wish to proceed with changing the supplier name in the awards or IDVs, enter the other required changes and then click Save or Submit.

The Documents Selected for Multiple Modifications region lists all the awards or IDVs that you selected in the Search region of the previous page.

Click Cancel to undo your changes and return to the Multiple Modifications page.

Click Save to save your work and process the multiple modifications batch at a later point in time. The saved multiple modifications set will appear in the Draft Multiple Modifications set region. Please note that the Draft Multiple Modifications set region has a column Validation Status which will always display the value Not Applicable for the multiple modifications for supplier name change.

Click Submit to invoke the concurrent request that will update the modifications with the relevant data and submit the modifications for approval. After you click Submit, a Confirmation message appears at the top of your page, displaying the concurrent request number that has been submitted for your multiple modifications for supplier name change batch.

However if the existing supplier name and the new supplier name are the same (indicating that the supplier name in the vendor master has not been changed to the new name), you will see an error message informing you that the names are the same and you cannot proceed with the multiple modifications for the selected documents. In such a case contact your administrator for updating the vendor master information with the new supplier name.

If the award or IDV is associated with a document style in which the Concurrent Modification checkbox is not selected, and the award or IDV already has an active modification, then an error message is displayed.

The award or IDV is associated with a document style in which the Concurrent Modification checkbox is selected; if that award or IDV already has an active modification that is updating the same field(s) as the ones being updated in the Multiple Modification, then an error message is displayed.

If a mandatory field is not entered, such as new Supplier Site for Supplier Change request, then an error message is displayed.

Navigate to the Reports > View Requests page to track the status of the Multiple Modifications concurrent request (the name of the concurrent program / request is Create Multiple Modifications and is cannot be run from the Requests window or page, it can only be generated by the Submit action in the Specify Change Details – Multiple Modifications for Supplier Name Change page. The Requests page enables you to view the Request ID and the Name fields to accurately find your concurrent request. If the Phase of the request is Completed and the Status is Normal, you can proceed to view the Output of the concurrent program by clicking the icon in the Output column. The Output page displays four kinds of lists:

- List of Successful Documents
- List of Documents with Warnings (either System Generated Description (SGD) was not generated or Approval was not initiated)
- List of Ignored Documents (No relevant changes to create Modification)
- List of Error Documents

If your modifications have been successfully updated, the set of modification documents will display in the List of Successful Documents sorted by modification number. If your modifications cannot be processed unless the system generated description is generated or the approval is initiated or if there are document submission check warnings, the list of modification numbers will show up in the List of Documents with Warnings. The List of Ignored Documents indicates that the concurrent program has not attempted to create the modifications listed; for example, if the clause updates are not applicable, the multiple modifications will not be created and the document numbers will be listed in the Ignored Documents list. The List of Error Documents displays those modifications whose creation encountered unexpected errors, such as another user updating the document / field(s) at the same time.

You will need to perform your next course of action depending on what the lists of the Output display.

Click the Home link at the top of the page to return to Buyer Work Center. If the List of Successful Documents displays modification numbers, navigate to the Awards or IDVs pages and then to the Modifications sub-pages to verify that the base document has indeed been updated and that the status of the modification(s) is Approved and Merged.

To verify that the supplier name change has been successfully performed, navigate to one of the base awards or IDVs. Click the Addresses and Supplier Details tab and scroll down to the Supplier Details region. The Original Supplier Name field shows you the original name of the supplier, before you updated the supplier name using multiple modifications.

In case your modifications are listed in the Warnings, Ignored or Error lists, you will need to revisit each award or IDV / modification document to correct the errors individually and re-submit the modification documents as another batch.

Create Multiple Modifications for Supplier Change

A Supplier Change implies a business scenario where a supplier may have merged with another vendor, or a supplier may have been taken over by another vendor or a supplier may have split the existing business into distinct business units. There could be other scenarios where a Supplier Change is performed in a business; the above are some common examples. In order to capture supplier changes in CLM:

- The contracting professional needs to sign on an approval document for proceeding with the supplier change process.
- The vendor master information needs to be updated with the supplier-related data changes. If required a new vendor record is also to be created.
- Any existing awards or IDVs with the original supplier information also need to be updated using the Multiple Modifications tab.
- Any existing receipts and invoices that are in-progress transactions need to be managed and completed, given the new supplier change scenario. Receipts and Invoices are not automatically updated by the system and it is expected that the contracting officers and contracting specialists handle these documents using their business process.

Using the appropriate CLM Purchasing responsibility, navigate to Buyer Work Center > Multiple Modifications page.

In the Multiple Modifications main page, using the Search and Select Documents region, search for the awards or IDVs you wish to modify. You can look for your documents using the given search criteria or by adding additional search criteria fields such as Original Supplier, Supplier Site, etc.

Please note that your search results always display the updated (new) supplier name from the vendor master information. However, you still need to modify the awards or IDVs to update the supplier information on the awards or IDVs using multiple modifications. If the supplier information is not updated via multiple modifications, the printing of the document will reflect the original supplier details and not the new supplier details.

Using the Search and Select region, after you have chosen a set of awards or IDVs that you wish to modify as a batch and selected the Create Modifications for Supplier Change from the Actions LOV, the Specify Change Details – Multiple Modifications for Supplier Change page displays. This page is similar to the Specify Change Details – Multiple Modifications page, except for some additional regions:

This page has the same regions as the Specify Change Details – Multiple Modifications page, along with additional regions for Supplier Change. The Supplier Change (Novation) region enables you to view the existing supplier name (this is a view-only field). The New Supplier Name LOV enables you to select the new supplier name. This could be a merged or acquiring supplier or any other supplier. Only active suppliers

(those vendors who have not been put on hold in the system) are displayed in the LOV. Enter a past, present or future date in the Novation Effective Date field. Novation Effective Date is the date from which the Novation agreement between the agency and the vendors are valid.

- Use the Update Supplier Site Details to update the supplier site and the supplier contact. The New Supplier Site and New Supplier Contact LOVs enable you to select the relevant site and contact person for the changed supplier. New Supplier Site is a mandatory field, and if you do not select a value from the LOV, an error message is displayed. If you do not select a supplier contact, the new supplier contact field will remain null.

Note: If the selected documents for modifications have multiple supplier sites, each of the sites are listed by the system and you will need to provide a new supplier site value for each supplier site.

- The Update Supplier Address Details enables you to specify the new Remit To Address using the LOV. The Operating Unit and the Existing Remit To Address are displayed in this region as well.

For more information on the other regions such as Modification Details, Modification Justification, Addresses, Update Clauses, Documents Selected for Multiple Modifications, please refer to the section Create Multiple Modifications.

When you have completed entering the supplier change and other relevant details, perform one of the following:

Click Cancel to undo your changes and return to the Multiple Modifications page.

Click Save to save your work and process the multiple modifications batch at a later point in time. The saved multiple modifications set will appear in the Draft Multiple Modifications set region.

When supplier change scenarios occur, the contracting specialist cannot create modifications directly without first checking the existence of downstream documents, such as receipts and invoices. Click Check Exceptions to submit the Generate Exceptions – Supplier Change concurrent program. This concurrent request generates the supplier change (Novation) related exceptions, for example, unmatched invoices or receipts, partly paid invoices, etc. The contracting specialist or contracting officer is expected to review these exceptions, satisfy themselves about the handling of these documents appropriately using their business process, before submitting the concurrent program to create the modifications. For more information on handling these documents, please refer to the Appendix - Troubleshooting Tips: Multiple Modifications for Supplier Change, page E-1. The Confirmation message with the concurrent request name and the concurrent request ID are displayed in the Multiple Modifications main page and not in the Specify Change Details – Multiple Modifications for Supplier Change page. Scroll down to the Draft Multiple Modifications set region in the Multiple Modifications page. You should be able to see

your multiple modifications batch (identified by the Description field), with a link Validated with Warnings in the Validation Status column. Click the Validated with Warnings link to open the Exceptions page. If the concurrent request is not complete, Not Validated appears in the Validation Status column.

Click View Exceptions and Continue in order to view the Exceptions page and proceed with the multiple modifications processing. The View Exceptions and Continue button is disabled during the time you have completed updating the Specify Change Details – Multiple Modifications for Supplier Change page. However, the Check Exceptions button is enabled and it is this button you use to submit the concurrent request for generating the exceptions for the multiple modifications batch. If you have saved your batch and then return to it after running the generate exceptions concurrent request, the View Exceptions and Continue button will be enabled for you to use. Clicking this button opens the Exceptions page.

The Exceptions page displays all the exceptions for this set of multiple modifications. The Exceptions Summary region displays the relevant Document Number (award or IDV number), Document Type (award or IDV), Exception Category (Invoice, IDV or Receipt), Exception Type, etc. You can also choose to view the exception details by selecting the eyeglass icon in the View Exception column. You can choose to remove the document from the multiple modifications set or batch.

Click Export to export all the exceptions for this batch to a comma separated value (csv) spreadsheet.

When you click on the eyeglass icon in the View Exception column, the Exception Details page displays the exception information for that batch of awards or IDVs. Search for a document by Document Type or Document Number. The exception details display in the region below the Simple Search fields. Click the Return link to go back to the Exceptions page.

You can opt to remove a document from the batch using the Remove (trashcan) icon in the Documents selected for Supplier Change (Novation) region. Below this region, select the checkbox next to the confirmation message, if you are sure that you will resolve the issues that caused the exceptions by using the appropriate module (Accounts Payables or Receiving). It is only when you select the checkbox that the Submit button is enabled. Click Submit to proceed. The Multiple Modifications page displays with a confirmation message that the Create Multiple Modifications concurrent request has been submitted. Use the request ID displayed to view the progress of your concurrent request.

Navigate to the Reports > View Requests page to track the status of the Multiple Modifications concurrent request (the name of the concurrent program / request is Create Multiple Modifications and cannot be run from the Requests window or page, it can only be generated by the Submit action in the Exceptions page. The Requests page enables you to view the Request ID and the Name fields to accurately find your concurrent request. If the Phase of the request is Completed and the Status is Normal, you can proceed to view the Output of the concurrent program by clicking the icon in the Output column. The Output page displays four kinds of lists:

- List of Successful Documents
- List of Documents with Warnings (either System Generated Description (SGD) was not generated or Approval was not initiated)
- List of Ignored Documents (No relevant changes to create Modification)
- List of Error Documents

If your modifications have been successfully updated, the set of modification documents will display in the List of Successful Documents sorted by modification number. If your modifications cannot be processed unless the system generated description is generated or the approval is initiated or if there are document submission check warnings, the list of modification numbers will show up in the List of Documents with Warnings. The List of Ignored Documents indicates that the concurrent program has not attempted to update the modifications listed; for example, if the clause updates are not applicable, the multiple modifications will not be created and the document numbers will be listed in the Ignored Documents list. The List of Error Documents displays those modifications whose creation encountered unexpected errors, such as another user updating the document / field(s) at the same time.

You will need to perform your next course of action depending on what the lists of the Output display.

Click the Home link at the top of the page to return to Buyer Work Center. If the List of Successful Documents displays modification numbers, navigate to the Awards or IDVs pages and then to the Modifications sub-pages to verify that the base document has indeed been updated and that the status of the modification(s) is Approved and Merged.

In case your modifications are listed in the Warnings, Ignored or Error lists, you will need to revisit each award or IDV / modification document to correct the errors individually and re-submit the modification documents as another batch.

Notifications

For every modification document that is created for supplier changes, a notification is sent to the approver. The notification contains the original and new supplier details and also a link to view the exceptions list related to the IDVs, Receipts and Invoices of the modifications.

Closeout

Click the Contract Administration tab in Buyer Work Center. The Contract Administration page consists of two regions: Search and Select Documents and Document Sets.

The Search and Select Documents region consists of search criteria fields for which you

need to provide some values. For example, enter the Document Type as Award or IDV with Lines to narrow down your search for the CLM documents. You can enter additional search criteria using the Add Another List of Values. Select additional criteria, for example, Effective Date or Contract Clause or COTR Office and click Add to add the field to your existing search criteria fields. The new search criteria field(s) are displayed below the existing search criteria fields. Enter values for the search fields and then click Go to view the search results.

When the search results (list of awards or IDVs) are displayed in the search results region, a Select checkbox is also displayed at the start of each row. Use this Select checkbox to choose the multiple awards or IDVs to be modified in a batch or set. A blue dot displays next to an award or IDV number, if the document has one or more active modifications already created for it. Select Closeout Documents from the Actions LOV and click Go.

The Specify Closeout Details page displays. Enter a Closeout Set Name to identify the multiple documents (awards or IDVs) that you will be closing out in a batch.

The Document Sets region lists all the sets or batches of documents (awards or IDVs) that you have created to initiate the closeout process. Click the Description link to take you to the Specify Closeout Details page. The Validation Status column tells you whether the closeout processing was successful or if there were errors / warnings while processing the document set for closeout. If you wish to see the list of errors and warnings, click the Description link to open the Specify Closeout Details page. The Exceptions Summary region in the Specify Closeout Details page provides you with the exceptions that occurred during mass closeout processing.

Enter the relevant details in the following regions of the Specify Closeout Details page to proceed with the Closeout process:

Closeout Details region: Enter the Retention Period and Staging Period, this information is useful when archiving the document. Select Days, Weeks, Months or Years as the duration from the list of values. Ensure that the Retention Period value is greater than the Staging Period value, otherwise an error message displays. The initial status of the closeout is Open.

Checklist Details region: You can specify if you need a checklist of tasks that need to be completed before you close out the document. If you select Yes from the Checklist Required list of values, then you also need to specify if the checklist to be e-signed or not (E-Signature Checklist list of values). If you select Yes for E-Signature Checklist, the Signing Authority search LOV displays, and you need to select the person who will e-sign the checklist when the tasks are complete.

Contract Completion Statement Details region: Select Yes from the Contract Completion Statement Required list of values if you need a contract completion statement and signatures from the administration contract office and the purchasing contract office. Additionally, if you select Yes for the E-Signature Contract Completion Statement, the fields for e-signature display. You need to specify if you will sign the Contract Completion Statement (value selected is Self in the Administration Office Signature and Purchasing Office Signature fields) or sign on behalf of the contracting officer (value

selected is Acknowledge in the Administration Office Signature and Purchasing Office Signature fields). Select values for the Administration Office Signing Authority and Purchasing Office Signing Authority from the search LOVs. Optionally, enter comments in the text boxes as required.

Documents Selected for Closeout region: This region displays all the documents (awards or IDVs) that you selected for closeout. You can opt to remove one or more documents from the document set by clicking on the Remove (trashcan) icon. The document gets removed from the set only.

Exceptions Summary region: When you click the Check Exceptions or Submit button, you get a confirmation message that a concurrent program called Initiate Mass Closeout concurrent program has been submitted. The concurrent request number is also displayed.

The Exceptions Summary region shows you the list of errors or warnings that occurred during the processing of the Initiate Mass Closeout concurrent program. The Exception Type and Exception Reason are displayed to help you identify which documents you need to process for closeout. Correct the errors and warnings and resubmit the document set for closeout using the Submit button. Note that the Submit button is enabled only if the required checklist is attached.

Click the Manage Task button to associate a checklist to the document set. The Closeout: Tasks page displays. You can associate a closeout checklist template to the award or IDV using this page. For more information on creating closeout checklist templates, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

Use the Select Checklist Template list of values to search for and select a closeout checklist template. After you have selected a template, click Copy Tasks to copy the tasks you created in the template to the closeout document. The tasks you copied are displayed in the Tasks region. Additionally, you can create new tasks by clicking Create Task. A new row displays below the copied tasks, so that you can enter the new task details. Click the Update (pencil) icon to update the task information. Click Save to save your work or click Apply to save your work and return to the Specify Closeout Details page.

For more information on closeout signing, please refer to the section Closeout Signatures in the Awards or IDVs chapter.

Small Business Coordination Record (DD-2579)

Overview

Small Business Coordination Record (also called DD-2579), is a management tool to screen proposed acquisitions to ensure that:

- An equitable opportunity has been provided to small and disadvantaged business to participate in the proposed acquisition
- A subcontracting plan is attached, when required.

Typically, the contracting specialist working on a proposed acquisition initiates the creation of DD-2579. FAR 19.505 describes when preparation of a DD-2579 is appropriate.

The DD-2579 is reviewed and signed by a Small Business Representative Administration Procurement Center Representative and Small Business Specialist.

A DD-2579 can be initiated at the following points of the acquisition flow:

1. After creating a draft award modification, draft IDV with Lines modification or draft IDV without Lines modification.
2. A contracting specialist can initiate creation of DD-2579 for a draft solicitation.

Note: Please note that one CLM document (IDV with Lines modification, IDV without Lines modification, award modification, solicitation) can be associated with one DD-2579 only.

Creating a Small Business Coordination Record

In order to create a DD-2579 document and associate it with a CLM document, login with the appropriate credentials and navigate to the Small Business Coordinator responsibility. Click the Small Business Coordination Records link to open the Small Business Coordination Records page. The Search region enables you to find existing DD-2579 documents. Enter values in one or more of the search criteria fields and click Go. The search results appear in the region below. Select a Small Business Coordination Record by clicking the Select radiobutton and then you can choose an action from the Select action list of values:

- Update enables you to edit the document you created recently. The status of the document is Draft.
- Delete enables you to delete the document you created recently. Only DD-2579s with a status of Draft can be deleted. The system displays a warning, asking you to confirm if you wish to delete the DD-2579. If you confirm and click Yes, the DD-2579 is deleted and is no longer visible in the search results.
- Submit for approval: When you select Submit for Approval, the system first validates the DD-2579 document for inconsistencies and errors. All errors and warnings are displayed in the Validation Results page. If there are errors displayed, then you cannot proceed with the approval until you fix the errors. If there are warnings, you may bypass them and move forward with the approval process. When the DD-2579 is approved, the status of the document changes to Approved. If there are no approvers assigned, that is, the document does not go to different users for approval, then the status of the document automatically changes to Approved.

Click the Create Small Business Coordination Record button to create a DD-2579. In the Create Small Business Coordination Record, enter the Operating Unit, Name (of the Small Business Coordination Record document) and Administrator Name – these are mandatory fields. For a new DD-2579, the status of the document displays initially as Draft and the Version number of the document is 1. Enter the information and then click Apply if you wish to save your work and return to the Search page. Otherwise, click Apply and Add Details if you want to proceed with the creation of the DD-2579 creation. The Small Business Coordination Record page displays with the control number of the document (for example: 10700) displayed at the top of the page. Based on the configuration, users may have to enter a unique control number manually.

Control number is the unique identifying number for the DD-2579. This field appears if the document is enabled for manual document numbering, or configured to use the customized numbering procedure. Using automatic document numbering, the control number is automatically generated. The system invokes the automatic numbering logic or customized numbering procedure, based on the implementation steps, to provide a unique control number for the DD-2579 document. For more information on document numbering, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

The Header page is displayed by default (highlighted in the top left corner of the page, with the rest of the navigation links). The following fields are defaulted in the first region of the Header page (some of the fields are from the Create Small Business Coordination Record page): Operating Unit, Version, Control Number, Status (initially the status displays as Draft), Name, Type of Coordination, Administrator, Signature Type.

Name: This field enables you to provide a unique description for the DD-2579 document.

Administrator: The value of this field defaults to the user who is creating the document. This field is not editable unless the user has Super User access. If the user is a super user, then an LOV displaying all active employees will appear.

All notifications about the DD-2579 are sent to the administrator. The administrator has the right to initiate the document for approvals, enter proxy signatures, etc.

Version: Starts with 1 for the base document. Every time a new revision is created, the version number is incremented by the system.

Status: Status is defaulted to Draft. Various business actions cause a change in the status value. The status field is not editable by users.

Type of Coordination: When a DD-2579 is initiated, the value of Type of Coordination is always Initial Contact. When a DD-2579 is revised after the document is signed, the value of Type of Coordination is Modification. When a withdrawal revision is initiated, the value changes to Withdrawal.

The Source Document Details region enables you to associate a CLM document with the DD-2579. Select a Document Type (award modification, IDV with Lines modification, IDV without Lines modification, solicitation) from the search list of values and then select a document number from the Document Reference list of values. You can associate only one CLM document to a DD-2579 at a given time.

The tabs – Coordination Information, Set Aside Details, and Notes – enable you to enter additional information about the DD-2579.

In the **Coordination Information** tab, the Procurement Information region consists of fields from the CLM document (example: Buyer, NAICS Code, Currency, etc). Click Copy Source Document Values to default the values in these fields from the source CLM document specified in the Source Document Details region. Also enter the values in the Additional Info region as appropriate.

Note: Clicking Copy Source Document Values will override existing information in the fields, if any. You could potentially lose the data you have entered if you use this button after entering information.

Using the **Set Aside Details** tab, in the Recommendations region, enter a Set Aside Type and a Set Aside Percent (%). This enables you to set aside some percent of the contract to small businesses. Enter a value for the Acquisition Type in the Acquisition History region. If your procurement is a first time purchase, you need to select First

Time Buy from the list of values. If your procurement is a previous acquisition, you also need to enter the previous acquisition details in the Previous Acquisition region.

Enter short text in the **Notes** tab, so that other users know the notes you have entered. Click Add Note to open the Add Note page. Select a Note Type from the list of values, then select if you want the note to be public, private or published using the Visibility list of values. Enter the actual note text in the Note text field. Click Apply to return to the Small Business Coordination Record page and to see your newly create note.

The **Signatories page** is used to capture signature and signatory information. The Parties region always displays the default operating unit name as the first party. The Party Role for the operating unit is always shown as Internal, which means that the defaulted party is always an internal party. Click Add Party to add external parties who will be signatories to the document. The Add Party page displays and you need to select the Party Name and Address from the relevant lists of values. The Party Role is defaulted to Partner. Click Apply and Add Another if you wish save your work and add another party. Otherwise, click Apply to save your work and return to the Signatories page.

Add one or more contacts for a party. Click Add Contact to open the Add Contact page. The Party Name is defaulted and you need to specify the Contact Role and Contact Name. The values for Contact Role are: Contracting Officer, SBA Representative and Small Business Specialist. Select one of the following values for Signature Type: Self – where the contact will e-sign the document; Proxy – where the administrator receives the offline signature of the contact and then enters the name of the signatory and the signed date in the system. Enter a unique Sequence Number to specify the order in which the approval notifications will be sent. The Sequence Number enables the system to send approval notifications in a sequence, from lowest to highest. Click Apply and Add Another if you wish save your work and add another contact. Otherwise, click Apply to save your work and return to the Signatories page.

The Documents page is used to help you to attach documents to the DD-2579 document. Select a Document Category and then select the Add New Document action and click Go. The Add Contract Document page displays, where you need to specify the document details to attach. The File radio button in the Document Type region enables you to upload a file from your local folder and attach it to the Small Business Coordination Record document. Click Apply to attach the document and return to the Documents page.

Actions on a Small Business Coordination Record

When the status of the document is **Draft**, the following actions are available to users:

Cancel Document: The Small Business Coordination Record document is cancelled and the updates to the page are abandoned. The previous page displays from where you can proceed to other actions/tasks.

Delete: This action is visible to the buyer of the document and to super users only. The system displays a warning, asking you to confirm if you wish to delete the DD-2579. If

you confirm and click Yes, the DD-2579 is deleted and is no longer visible in the search results.

Manage Approvers: The Manage Approvers page enables you to view the sequence of approvers for your DD-2579 document and also add one or more ad-hoc approvers. Click the + (plus) sign next to Add Adhoc Approver and enter the relevant data in the fields that appear. Then click Add to add an ad-hoc approver to the list of approvers.

Submit for Approval: This action saves changes to the document, sets the status to Pending Approval and initiates the approval workflow. If no approvers are defined, then the document status changes to Approved automatically. This action will be visible to the buyer of the document and super-users only.

View Action History: The View History page shows you the approval history of the DD-2579 document, signatures history and the versions. Click the link Return to Small Business Coordination Record to return to the DD-2579 page.

View PDF: This action generates a PDF file that shows the draft details of the DD-2579 document.

When the status of the document is **Approved**, the following actions are available to users:

Submit for Signature: Sets the document status to Pending Signatures and initiates the E-Signature workflow. If no e-signers are available, the document status changes to Signed. This action will be visible to the buyer of the document and to super-users only.

Create New Revision: The existing version is marked as Revised and a new revision is created after copying all the data of the prior version. The new version is marked Draft. The document opens in edit mode. This action is available to the buyer of the document and super-users only.

Withdraw: The existing version is marked as Revised and a new version is created after copying all the data. The new version is marked as Draft. The Type of Coordination is marked as Withdrawal. The document opens in edit mode. This action will be visible to the buyer of the document and super-users only.

Cancel: The status of the document is updated to Canceled.

When the status of the document is **Signed**, the following actions are available to users:

Create New Revision: The existing version is marked as Revised; a new revision is created after copying all the data. The new revision is marked as Draft. The document opens in edit mode. The value of Type of Coordination is Modification.

Withdraw: The existing version is marked as Revised; a new revision is created after copying all the data. The new revision is marked as Draft. The value of Type of Coordination is Withdrawal. The document opens in edit mode.

Cancel: The status of the document is updated to Canceled.

When the status of the document is **Rejected**, the following actions are available to users:

Create New Revision: This option appears if the rejection was triggered during the

E-Signature process. The existing version is marked as Revised; a new revision is created after copying all the data. The new version is marked as Draft. The document opens in edit mode. The value of Type of Coordination comes from the previous version.

Withdraw: The existing version is marked as Revised; a new version is created after copying all the data. The new version is marked as Draft. The value of the Type of Coordination field is Withdrawal. The document opens in edit mode.

Cancel: The status of the document is updated to Canceled.

When the status of the document is **Canceled**, the following actions are available to users:

Create New Revision: This option appears if the cancelation was initiated during the E-Signature process. The existing version is marked as Revised; a new revision is created after copying all the data. The new version is marked as Draft. The value of Type of Coordination field comes from the previous version of the document.

Federal Procurement Data System – Next Generation (FPDS-NG)

Overview

Federal Procurement Data System-Next Generation (FPDS-NG) is an external application maintained by Global Computer Enterprises that collects contract data from all Services and Agencies in the Government for reporting purposes. Congress, federal departments, and agencies use FPDS-NG to track small business goals, report number and amount of contracts to date, show geographical placement of contracts, and summarize contract data for a specific contractor.

CLM integrates closely with FPDS-NG by enabling users to report contract actions for an agency registered with FPDS-NG. CLM documents (contract actions) such as Awards, IDVs and Modifications are created and then reported to FPDS-NG using the relevant application pages in CLM. As per FAR 4.602a, all contract actions are required to be reported to FPDS-NG, unless there is a valid exemption reason for not reporting.

Additionally, users can open, view and edit a contract action report (CAR) by accessing the FPDS-NG website from within the CLM application. CARs can also be authenticated and posted to the FPDS-NG site from CLM.

If you have selected Exempt as the reporting method, you can always change this value to None or Single CAR at a later point in time, provided the CLM document is not approved. However, if the reporting method on the base document (award or IDV contract action) is Exempt and you have created a modification document, the same reporting method is auto-populated in the modification. Additionally, you cannot update the Reporting Method or Exemption Reason during the creation or approval of the modification document. Note that only one exemption can be specified for a CLM document or a modification to the CLM document.

- Release without Reporting (None): Select the value None from the Reporting Method LOV where there is neither an exemption reason nor an authenticated CAR associated to the contract action. The CLM document is then approved without reporting to FPDS-NG.

If you have selected None as the reporting method, you can always change this value to Exempt or Single CAR at a later point in time, provided the CLM document is not approved. However, if the reporting method is None on the base document (Award or IDV contract action), then None is also populated in the modification document.

The Approved without Reporting checkbox is displayed and you can select it if you wish to approve the contract action without reporting it to FPDS-NG. If you select this checkbox, you need to provide a reason for wanting to approve the CLM document without reporting the CAR to FPDS-NG, using the Reason LOV.

If this checkbox is not selected, the contract action cannot be approved without being reported to FPDS-NG. Users are allowed to submit the document for approval, however, before the final approval the contract action must be reported on FPDS-NG. When this checkbox is not selected during final approval, a notification is sent to the buyer/last approver to notify him that the contract action needs to be reported to FPDS-NG.

- Single CAR Reporting (Single CAR): A contracting specialist creates an award or IDV or modification (contract action) in CLM and does not submit it for approval yet. The contracting specialist reports the contract action by punching out to FPDS-NG through CLM. The contracting specialist selects the value Single CAR from the Reporting Method LOV and initiates the creation of the CAR. The CAR in FPDS-NG gets pre-filled with the information from the contract action in CLM. The contracting specialist completes the CAR and saves it. The contracting specialist can initiate the authentication of the CAR from CLM and any missing /incorrect information is displayed in the CAR Validation Errors region in the FPDS-NG Reporting Information page. The contracting specialist corrects data on the CAR in FPDS-NG and on the contract action in CLM, as appropriate. The contracting specialist authenticates that the CAR will pass FPDS-NG validations. The contracting specialist obtains the necessary approvals on the contract action. The contracting specialist notifies the contracting officer that the contract action is ready to be approved and signed. The contracting officer approves and signs the contract action. The approval of the contract action triggers the approval of the CAR within

FPDS-NG.

The Approved without Reporting checkbox is displayed and you can select it if you wish to approve the contract action without reporting it (without having an authenticated CAR) to FPDS-NG. If you select this checkbox, you need to provide a reason for wanting to approve the CLM document without reporting the CAR to FPDS-NG, using the Reason LOV.

If this checkbox is not selected, the contract action cannot be approved without being reported (without having an authenticated CAR) to FPDS-NG. The users are allowed to submit the document for approval, however, before the final approval the contract action must be reported to FPDS-NG. At the time of final approval, a notification is sent to the buyer/last approver to notify him that the contract action has to be reported to FPDS-NG.

If the reporting method for the CLM document (contract action award or IDV) is Single CAR, you can change the reporting method to None or Exempt if the CAR has not been reported to FPDS-NG. When the CAR is reported to FPDS-NG, you cannot change the reporting method. Additionally, if the reporting method is Single CAR in the base document (Award or IDV contract action), then Single CAR as the reporting method is also displayed in the modification document.

Note: Please note that you can update the FPDS-NG information without creating a Modification for an Award/IDV. Updating the FPDS-NG information is not considered to be a modification request.

Edit FPDS-NG Reporting Information page

The Edit FPDS-NG Reporting Information page enables you to view and update the CAR information associated to the CLM document (contract action). You can also perform actions such as viewing, editing and authenticating the CAR, updating the PIID, removing the CAR link and deleting the CAR altogether. The top portion of the Edit FPDS-NG Reporting Information page displays the CLM document (contract action) information such as the Operating Unit, Status, Supplier, Supplier Site, Buyer, Currency, etc. The Reporting Details region enables you to view and update the reporting information for the contract action.

The CAR Information sub-region displays CAR details, such as Report Type, CAR Status, CAR Number, Transaction Number, Agency ID, PIID.

The CAR Pre-Fill Information sub-region enables you to view the information that is defaulted in the CAR from the CLM document (contract action). Basic information such as Agency ID, PIID, Modification Number, Transaction Number, Date Signed, Contracting Office Agency ID, Contracting Office ID is displayed along with other details. Click the plus (Show) symbol next to the CAR Pre-Fill Information region name and the sub-region expands to display the CAR pre-fill details. You can also export the field names and their values to an html file using the Export button.

Note: The fields in the CAR Pre-Fill sub-region are reported to FPDS-NG and not the entire contract action information.

For more information on extending the CAR Pre-Fill sub-region, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

The CAR Validation Errors sub-region displays the errors and warnings that occur when you attempt to authenticate the CAR at the FPDS-NG site. The Error Codes and Error Description values come from the FPDS-NG website. You can export the error details to a csv file using the Export button. You can use the information in the CAR Validation Errors sub-region to correct or complete the CAR information.

Actions on a CAR

Using the Action LOV, you can perform tasks such as viewing or editing CARs, removing CAR links, deleting CARs, etc. The Actions LOV is available only if the reporting method is Single CAR, not None or Exempt.

Note: If you have the appropriate privileges assigned to you (as a user), you can perform the relevant CAR actions. For example, to edit a CAR, the system administrator should have granted the relevant function (Edit CAR Privilege) in the menu that is associated to your responsibility.

The actions you can perform are described below:

- **Create CAR:** This action creates a new CAR in FPDS-NG and redirects you to the FPDS-NG website, where you can view/edit the CAR. The CAR will be in edit mode in the FPDS-NG website, you can add or update information as per your requirement and click Save as Draft when done.
- **View CAR:** When you select the View CAR action, the CAR opens in the FPDS-NG website in read-only mode. You cannot update the CAR, you can only view the information previously added.
- **Edit CAR:** This action enables you to open the CAR in the FPDS-NG website in edit mode. Make your updates to the CAR and click Save as Draft to save your changes and return to CLM.
- **Change PIID:** The PIID (Document Number) field is read-only and gets its value from the CLM document number excluding the symbols (e.g. hyphens). If you change the document number of the contract action using the Edit Document Number popup, you need to change the PIID of the CAR as well. Select the Change PIID action and then click Go. The PIID is changed automatically on the Reporting Details region.

- **Authenticate CAR:** The FPDS-NG site needs to validate the information updated in the CAR. The Authenticate CAR action enables FPDS-NG to validate the CAR information and save the CAR in the site.
- **Delete CAR:** Using this action, you can delete a CAR in FPDS-NG. The CAR will be deleted from the CLM tables as well as from FPDS-NG.
- **Remove CAR Link:** When you remove a CAR link, you are not deleting the CAR from FPDS-NG, you merely delete the CAR link between CLM and FPDS-NG. The CAR still exists in FPDS-NG. This action changes the reporting method of the CAR to None and you can initiate the Create CAR action again.
- **Link CAR:** To associate the CAR in FPDS-NG to CLM again, use the Link CAR action. This action re-establishes the CAR link between CLM and FPDS-NG.
- **Approve CAR:** This action enables you to approve a CAR. If the contract action has been approved and the CAR is not approved along with it, you can use this action to approved the CAR.

Approving a CAR

When the Approve without Reporting checkbox is selected, the contract action can be approved without being reported or without having an authenticated CAR in FPDS-NG.

When the Approve without Reporting checkbox is not selected, the contract action must be reported and should have an authenticated CAR before it can be finally approved. In such scenario, a notification is sent to the user (approver or buyer) to let them know that the CAR was not reported or authenticated. The user can then ensure that the CAR is reported and authenticated. However the document can be submitted for approval and intermediate approvers can also approve the document.

When a contract action has been reported and has an authenticated CAR, the CAR approval is triggered along with contract action approval and after approval the CAR status gets changed to Approved.

If there are any issues with the approval process, a notification is sent to the user (buyer or approver) to let them know that the CAR was not approved, even though the contract action was approved. In such a situation, the FPDS-NG Reporting Information page now displays the Approve CAR action in the Action LOV. Using the Approve CAR action, the user can submit the CAR for approval as a document separate from the contract action.

Contract Terms

Overview

If Oracle Procurement Contracts is installed and licensed, you can create contract terms and apply them to your CLM document (Award/IDV or Solicitation). You can use contract terms to specify legal and other requirements for your CLM document. Using contract terms is an easy way to create and maintain standardized contract text that can be customized as needed. You can also edit the clauses applied by the template, if required.

Contract administrators and legal personnel may negotiate and author a vast number of complex contracts each year. Maintaining control on the terms for each contract can be a time-consuming and daunting task. CLM simplifies this process by providing a centralized contract terms library.

Companies that operate globally can use the Library to establish company-wide standards and enforce them on a global basis. To accommodate local or country-specific regulations, they can give the local library administrators the flexibility of tailoring these global standards.

For more information on using the Contract Terms Library, please refer to the *Oracle Procurement Contracts Implementation and Administration Guide*.

Accessing the Contract Terms page from the Awards / IDVs pages

When you create an Award/IDV, the Actions LOV that is accessible from any of the tabs (Header, Lines, etc) has an action called Add Contract Terms. Select Add Contract Terms from the Actions LOV and click Go to open the Contract Terms page.

When you update an Award/IDV/Modification, the Actions LOV that is accessible from any of the tabs (Header, Lines, etc) has an action called Update Contract Terms. Select Update Contract Terms from the Actions LOV and click Go to open the Contract Terms page.

Contract Terms page

Overview of the Contract Terms page

The Contract Terms page consists of 2 regions: The Contract Details region enables you to view and update the summary information of the contract, such as the Contract Administrator's Name, Authoring Party, Legal Contact, etc. Click Update Contract Details to open the Update Contract Details page and enter/modify the contract summary information.

Apart from entering the Legal Contact, Contract Administrator, etc, details, you also need to apply a template for the contract if you have selected a value Structured Terms using the Contract Source LOV.

The Contract Source LOV indicates where the contract terms come from: the Contract Source has the following values: Structured Terms and Attached document.

Attached Document indicates that the source of the contract terms will be an MS-Word document or PDF document that you can select from your local drive. Select Attached Document from the Contract Source LOV and click Apply. When you return to the Contract Terms page, use the Actions LOV to select the Upload Contract action. This opens the Upload Contract page. Click Browse near the File field so that you can select a contract terms file to upload. Enter a Description for the attached document and then click Apply. You are taken back to the Contract Terms page and the confirmation message that your attached document has been uploaded is displayed. In the Clauses tab, the following notification is displayed: Contract terms are represented by the attached document: <document name>.

Structured Terms indicates that the source of the contract terms will be a template that contains clauses. These clauses will form the basis of the contract. If you have selected the value Structured Terms from the Contract Source LOV, the Current Contract Template field displays the template that is currently in use, and is selected as the default template, for this CLM document. Use the New Contract Template LOV to search for a contract template to apply for the Award / IDV.

Note: You can also apply a new template to your contract by using the Apply Template button in the Contract Terms page.

A template consists of clauses, and, if Contract Expert is enabled, rules and questions. Using a template enables you to put together most frequently used clauses across several CLM documents. For example, if most of your IDVs use Clauses A, B, C and D, you would want to put the four clauses in a template and apply this template to the relevant IDVs. In case you need to include additional clauses or apply a new template, you can add the additional clause(s) to the template, create non-standard clauses, or create clauses as a one-time exercise for your specific CLM document. Please note that your CLM document uses templates (containing clauses) as the basis for creating

contract terms. When the template with clauses is applied to the document, you can then add / remove clauses, add non-standard clauses, run Contract Expert, etc. These actions are described later in the chapter.

Click Apply to save your changes and return to the Contract Terms page. A warning message is displayed, telling you that apart from manually entered clauses (which will be retained), selecting a new template will replace the previous template clauses. Proceed as per your requirement.

The second region is the Clauses/Deliverables tabs region. The Contract Terms page now displays the clauses in the Clauses tab from the contract template you applied. The Clauses tab now consists of an Actions LOV and some additional action buttons.

Clauses

When the value of the Contract Source field is Structured Terms, you need to select a contract template as the source of the contract terms.

Thus a contract template serves as a blueprint or a basis for the contract terms. A contract template typically consists of clauses, sections, rules, variables, etc. When you apply a template to the CLM document, the sections, clauses, rules, variables, etc., are now the contract terms of the CLM document.

Clauses are the most fundamental unit of the contract terms. Clauses are distinct articles, stipulations, or provisions in a legal contract. Clauses describe one or more aspects of the contract and clarify what the expectations and deliverables of both parties are supposed to be.

Oracle CLM Procurement Contracts has the following clause types that you can use:

- **Standard Clauses:** Standard Clauses are part of the template. Using the appropriate Procurement Contracts responsibility, you can create or import clauses that you can then add to a template. Thus when the template is applied to the CLM document, the standard clauses get included automatically.
- **Non-Standard Clauses:** You can create a clause with the relevant stipulations and provisions while you are authoring contract terms. This clause does not belong to a contract template, yet is part of the contract terms. If you wish to make this clause a standard clause, contact your Contracts Administrator. The Contracts Administrator will create this non-standard clause in the contract terms library and then associate it to a template, thus making it available for you to use in the CLM document.

You can also make a standard clause into a non-standard clause.

In the Contract Terms Library, clauses have an additional attribute called Adoption Type. This attribute is not visible in your CLM document contract terms. Clause Adoption Types can be the following values:

1. Global Clauses are created in a global organization and are available in all

operating units.

2. Adopted Clauses are Global Clauses that have been adopted for use in the local operating unit. Adopted Clauses are used as is, they are not modified in any manner.
3. Localized Clauses are also Global Clauses that have been adopted for use in the local operating unit. Localized Clauses are modified as per the requirements in that operating unit and the modifications are specific to that operating unit.
4. Local Clauses are created in a local organization and are not available in any other operating unit.

For your purposes, even though you may not be able to see the Adoption Type in the Contract Terms page, you should know about these various clause adoption types.

Adding Clauses to the Contract Terms

You can add a clause to the Contract Terms when the Contract Source of the CLM document is Structured Terms. There are four ways you can add a clause to the Contract Terms:

- Applying a Contract Template – this brings in the clauses automatically
- Adding a Standard Clause (after applying a contract template)
- Creating a Non-Standard Clause (after applying a contract template)
- Running Contract Expert (after applying a contract template)

Adding a Standard Clause

Specify a section in the contract terms before you add a standard clause. Use the Select checkbox on the left hand to specify the section you wish to add the clause to. This will enable the system to place the standard clause in the correct position you need. Click Add Clause to open the Add Clause page. Use the Search region to look for the clause that you want to add from the Contract Terms Library. If you wish to view all the clauses in the Terms Library, enter % in the Title field and click Go, so that all the standard clauses appear in the search results.

Select your clause(s) and click Apply. The Contract Terms displays again, and you can view the newly added clause(s) in the expanded view of the section. Usually, the system simply places the newly added clauses to the bottom of the list of clauses. Sort or renumber the clauses in a section by clicking the appropriate action button. Sorting, moving and renumbering actions are covered in a later section.

If you need to update the standard clause, click the Update icon at the clause row in the Contract Terms page. The Update Clause page displays the clause content as read-only. If you modify a standard clause in a revision of an approved document (for example, a

Modification or a Solicitation Amendment), you will see an additional field called Amendment Description, where you can enter the reason for the changes you are making. You can make the clause non-standard by clicking Make Non-Standard and then editing the clause contents and variables. Update the clause content as a non-standard clause and then click Revert to Standard in order to make the clause a standard clause again. Please note that the updated content in the clause will be applicable for this set of contract terms / CLM document only and not to the original clause or contract template.

Creating a Non-Standard Clause

There are two ways in which you can create non-standard clauses:

- The Contract Terms page enables you to select a section or a clause by clicking the Select checkbox on the left side and then clicking Add Clause. The Add Clause page displays, from which you can click Create Non-Standard Clause. The Create Non-Standard Clause page opens.
- Click the Update (pencil) icon at a standard clause row to open the Update Clause page. Then click Make Non-Standard to create a non-standard clause from the standard clause.

Note: If you wish to revert your action (that is, revert to a standard clause from a non-standard clause, use the Revert to Standard checkbox. However, please note that if the Protect Text checkbox is selected for the clause, you cannot update it in any way.

The Create Non-Standard Clause page has the checkbox Non-Standard selected by default. Enter a Clause Title and Clause Type – these are mandatory fields.

The Text and Clause Variables regions enable you to enter or import the clause text. You can insert variables in clause text that you type in manually. If you have imported some clause text, you need to export it and save it as an MS-Word 2003 XML file. Open the XML file in MS-Word and then edit it and add variables to it. Variables can be added in the downloaded document using the following format [@Variable Name@]. The variable must exist in the system, otherwise the import clause fails. Save the XML file and re-import it to view your variables. When you import the clause text from MS Word 2003 XML, you will not be able to edit the text clause from the text region. The text region will be locked for updates and all future updates to the clause text can be performed using export and import actions only.

The Text region displays rich-text format content by default. You can switch to plain text mode by clicking the plain text mode link above the text area. Type your clause text and click Save. Then navigate to the Clause Variables region to view and add variables to your clause text. Click Lookup Variables to view the variables that are available for your use. Variables can be classified as system-defined variables and user-defined variables. Click Add Variables to open the Add Variables page. Search for a variable by keyword, type, etc., or perform a global search by clicking Go. The variable list displays

in the search results region. You can choose one or more variables by clicking the Select checkbox near each variable name. Click Apply to return to the Update Clause page. The Clause Variables region now displays the variables you selected from the Add Variables page. In the clause text area (Text region), first place your cursor at the location you wish the variable to be inserted in. Then click the Insert icon so that the variable is placed in your clause text at the cursor position. Click the Details plus signs to expand your view of the variables and see more information on the variables. If the variable has a value defaulted for it, the Value column displays with the current variable value.

Click Apply to save your changes and return to the Contract Terms page. You will see the new clause in the appropriate section of the contract terms.

Adding Sections to the Contract Terms

In order to organize similar clauses or group common clauses, you need to create sections in the Contract Terms page. Every clause should be in a section or a subsection (you can have multiple levels of sections). You can either add a section to the Contract Terms header or you can create a section within another section. For example, if you have section A under the Contract Terms header, you can either add the new section AA under the existing section A or directly under the Contract Terms header.

Click Add section and the Add Section page opens; you can enter the relevant information to add the section. If you add a section to the Contract Terms header, the Location is defaulted to Within. Use the Create LOV to select if you wish to add a section from the Library or create a new section that will be specific to your current contract terms. Regardless of whether you select a section from the Library or create a new section, you need to provide a Title for the section. If you have created a new section, you can enter a description as well. Click Apply to save your changes and return to the Contract Terms page.

If you are adding a section to a revision of a CLM document, that is, where the version number of the CLM document is greater than 0, you can optionally enter text into the Amendment Description field, to capture the section changes you have made in the revision of the CLM document.

Moving Clauses and Sections

The same rules apply for moving clauses as well as sections. Select a clause or section by clicking the Select checkbox and then click Move. The Move Term page displays and you can specify further move options on this page. The Destination region contains a Location LOV and a list of sections and clauses. The Location LOV has three values:

- After Selection – your selected clause or section will be moved and placed after the clause or selection you have chosen from the list of sections and clauses in the Destination region. For example, you chose Clause A from Section 2 by clicking the Select checkbox and then clicking Move in the Contract Terms page. The Move Term page opens, and you now select After Selection. Then select a section or clause

you want to move your selected clause or section after. If your move selection is incorrect, an error message displays: You cannot move a clause or a section within a clause. You will need to re-select your move options in such a scenario.

- Before Selection - your selected clause or section will be moved and placed before the clause or selection you have chosen from the list of sections and clauses in the Destination region. For example, you chose Clause A from Section 2 by clicking the Select checkbox and then clicking Move in the Contract Terms page. The Move Term page opens, and you now select Before Selection. Then select a section or clause you want to move your selected clause or section before. If your move selection is incorrect, an error message displays: You cannot move a clause or a section within a clause. You will need to re-select your move options in such a scenario.
- Within Selection – your selected clause will be moved and placed within a section. Therefore you need to select a clause in the Contract Terms page by clicking the Select checkbox and then clicking Move. The Move Term page displays, and you can select a section to which you wish to add your selected clause to. your selected clause or section will be moved and placed after the clause or selection you have chosen from the list of sections and clauses in the Destination region. For example, you chose Clause A from Section 2 by clicking the Select checkbox and then clicking Move in the Contract Terms page. The Move Term page opens, and you now select After Selection. Then select a section or clause you want to move your selected clause or section after. If your move selection is incorrect, an error message displays: You cannot move a clause or a section within a clause. You will need to re-select your move options in such a scenario.

Sorting Clauses in a Selected Section

Click Sort Clauses to order your clauses. You can choose to sort one or more clauses or the entire contract terms set. On completion of the sort, you get a confirmation message that the clauses have been sorted successfully.

For more information on clause sorting, please refer to the *Oracle Procurement Contracts Implementation and Administration Guide* and the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

Renumbering Clauses and Sections

You can renumber clauses and sections by clicking Renumber on the Contract Terms page. The Renumber page displays, with the numbering schemes displayed in the Pick Numbering Scheme LOV. The numbering scheme layout is displayed for you to view after you select a numbering scheme. Click Apply to use the selected numbering scheme. The Contract Terms page displays again with a confirmation message that the document has been successfully renumbered. Scroll and drill down to the sections and their clauses, you will see the new numbering format in place for the clauses and sections.

Numbering schemes are set up in the Contract Terms Library. For more information on setting up numbering schemes, please refer to the *Oracle Procurement Contracts Implementation and Administration Guide*.

Updating Clauses

As mentioned in the Adding Clauses to the Contract Terms section, you can update a clause by clicking on the Update icon at the clause row in the Contract Terms page. In case a clause is non-updateable, the Update icon is disabled at the clause row in the Contract Terms page.

If you are updating a clause in a revision of a CLM document, that is, where the version number of the CLM document is greater than 0, you can optionally enter text into the Amendment Description field, to document the changes you are making in the revision.

If the Protect Text check box is set for the clause, you cannot update the clause.

In order to update a standard clause, click the Update icon to open the Update Clause page. You will need to make the clause non-standard if you wish to update it. Click Make Non-Standard to convert the standard clause into a non-standard clause and thus update it.

In order to update a non-standard clause, click the Update icon to open the Update Clause page. To delete a clause, click the Delete (trashcan) icon. A warning message displays, confirming if you wish to delete the clause or not.

Updating Sections

Click the Update (pencil) icon at a section to update a section. The Title and Description text boxes display and you can overwrite the existing values with any other values of your preference. The From Library checkbox indicates that the section has come in from the Contract Terms Library.

When processing revisions, you can enter a description of the amendment. If the section is from the library, you will not be able to change anything including the Title.

To delete a section, click the Delete (trashcan) icon. A warning message displays, telling you that if you delete the section, the corresponding sub-sections and clauses will also get deleted. You can choose to continue with the delete operation or not.

Instruction Text

The Contracting Administrator or Legal Officer can add hyperlinks to the Instruction Text field. The link could contain references to the clause in the FAR repository or any other external webpage that provides the contracting professional with additional information or instructions relevant to the specific clause. The Contracting Administrator needs to add the relevant HTML tags in the Instruction Text field while creating / updating the clause, so that the contracting professional is able to view the HTML hyperlink(s) in the clause in the View Clause page. Clicking the hyperlink will

take the contracting professional to the appropriate web page or website.

Using Variables

Variables are used in the clauses of a contract in order to make repetitive entries of data fields easier to manage. For example, you can create a variable for the Organization name or the Bill-To Address, and associate the variable with a value. Then use the variable in the clause text. When the contract terms are printed, the variable placeholder is replaced with the actual value you associated the variable with.

Variables may be system-defined or user-defined. System-defined variables are created by CLM and Procurement Contracts and cannot be modified. User-defined variables are created by users to meet their specific requirements in order to use most frequently used terms in across multiple clauses. For more information on creating variables, please refer to the Oracle Procurement Contracts Implementation and Administration Guide.

In the Update Clause page, the Clause Variables region enables you to view or add variables to the clause text (the Clause Text region is to the left of the Clause Variables region).

Click Lookup Variables to display the search page. Enter search criteria, if you know the Name or Description of the variable. Otherwise enter a % symbol in the Name field. Select the type of variable (System-Defined, User-Defined or both) you wish to view and then click Go. The search results display the Variable Name, Description, and Type. Click Done to return to the Update Clause page.

In the Update Clause page (Clause Variables region), click Add Variables to display the search page. Enter search criteria, if you know the Name or Description of the variable. Otherwise enter a % symbol in the Name field. Select the type of variable (System-Defined, User-Defined or both) you wish to view and then click Go. The search results display the Select checkbox, Variable Name, Description, and Type. Select one or more variables using the Select checkbox and click Apply to return to the Update Clause page. The Clause Variables region displays the variable(s) that you selected. Click the Show link to display the variable details.

To insert a variable in the Clause Text, ensure that your clause text is visible in the text box. Place your cursor in the text to indicate that this is the location where you wish to insert the variable. Then select your variable by clicking the Insert icon next to your variable name. The variable placeholder gets inserted in the clause text.

Updating Variable Values

The Update Variable Values page enables you to specify values for variables, either by setting global values, or by setting specific local values for variables in clauses. Even if a global value has been set for a variable, you can choose to override the global value in specific clauses that use the variable.

Note: You can update only user-defined variables, not system variables.

Additionally, suppliers can also update supplier updateable variables (which suppliers can update in Sourcing offers).

The top region of the Update Variable Values page displays all the variables. If you select one of the variables, the clauses that contain that variable are listed in the lower region of the page.

In the Contract Terms page, begin updating the variable values by selecting the Update Variable Values option from the Actions List of Values and clicking Go.

In the Update Variable Values page, you can perform one or more of the following operations for each variable:

- Select the variable. The clauses that contain the selected variable appear in the Clauses section in the lower part of the page.
- Click the Global Value search icon to set a global value for the variable.
- For each clause that uses that variable, click the Value search icon to set a specific value for the variable in that clause.
- To ensure that a specific value for a variable in a clause overrides any global value for that variable, select the Override Global Value check box for the clause.

Click Save or Apply to save/apply your updates and return to the Contract Terms page.

Multi-Row Variables

Variables are used to capture additional information in a contract for a CLM document (award or IDV or solicitation). Multi-row variables enable the buyer to enter data in a tabular form of multiple rows and columns. For example, in order to capture the inspection location, you may need multiple data fields such as country, city and location. Additionally, there may be multiple inspection locations and you may need to enter and view the information for multiple rows. This information requires an 'n X m' matrix, that can be created as a multi-row variable tabular structure. The UDA framework is used to define the multi-row variable structure. The user can define attribute groups to create the unique data components needed. RTF templates in Oracle XML Publisher can be used to model the way the multi-row variables will be printed.

As part of the setup, the implementer creates a variable, defines it to be a multi-row variable and adds the required UDA attribute group and RTF template. For more information on setting up multi-row variables, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

Multi-row variables are available for manually created variables only, i.e. PL / SQL variables are not supported. In addition, the variables need to be updated by the buyer only and suppliers cannot create or update multi-row variables.

In the Actions LOV, select Update Variable Values. The Update Variable Values page

displays, where you can update the multi-row variables. Click Apply to save your work and return to the Contract Terms page.

Using Contract Expert

Contract Expert is a tool that helps contracting professionals decide which clauses to include in a contract. Contract Expert consists of rules, questions and constants. Contract Terms Library Administrators set up the rules, questions and constants so that the contracting professional can run Contract Expert, respond to the questions displayed by Contract Expert. Based on the responses to the questions provided by the contracting professionals, and the rules defined by the Contract Terms Library Administrator, Contract Expert includes the relevant clauses in the contract terms for the given template. Contract Expert also supports reporting deviations of different types based on the policies prevalent in various contracting organizations.

When using Contract Expert, keep the following consideration in mind:

Use Contract Expert on the CLM document to bring in additional clauses, based on criteria such as items, item categories, payment terms, and other agency terms in the document. The system also runs the Policy Deviation rules and reports on policy deviations.

All of the Contract Expert-recommended clauses are brought into the CLM document and organized under appropriate sections. You can also specify which section the clauses get created in based on document parameters.

For more information about setting up Contract Expert, please refer to the *Oracle Procurement Contracts Implementation and Administration Guide*.

Adding Clauses Using Contract Expert

If Contract Expert is enabled for the contract template and the profile option OKC: Use Contract Expert is set to Yes, you will see the Use Contract Expert button in the Contract Terms page.

Before you submit the business document for approval, you must answer all the mandatory questions.

If you want to edit responses to questions that depended on others, you must edit the lowest-level questions first, then work back up the hierarchy as far as you require.

You may select a blank answer to a lower-level question to remove it from the list of questions.

If the response for a question is numeric, and you do not provide a value, the system uses 0 as the default value. It is strongly recommended that you provide a value, otherwise Contract Expert may bring in or remove clauses based on the response of 0.

After you have answered questions in the Questions page, you can perform one of the following operations:

1. Click Cancel to exit the Contract Expert session. If you have not saved any responses at this time, you lose the information you provided in the Questions page.
2. Click Save Responses to save your responses to the Contract Expert questionnaire. In future Contract Expert sessions, or even later in the same Contract Expert session, you can either answer further questions or change your existing answers.
3. Click Continue to see the clauses that will be added to the CLM document based on the rule conditions.

Policy Deviation Rules

These rules capture and report changes in terms and conditions on CLM documents as deviations from agency policy. As a result of negotiations on CLM documents, agencies may negotiate terms that exceed preapproved agency policies and regulatory limits. For example, as a policy, all customers are allowed payment terms of Net 45. However, the contract administrator may agree to payment terms of Net 60 on a specific CLM document. This deviation should be brought to the attention of contract approvers to ensure that all deviations from agency standards are approved in accordance with the approval policies. The Policy Deviation Rules feature helps you define all such agency policies and identify any variations from these policies on contracts.

If Contract Expert has been run on the CLM document, and you run the Deviations report, the system also runs the Contract Expert process. This evaluates Contract Expert rules and reports clause and policy deviations on the contract. If the results indicate that additional clauses should be included, some clauses should be excluded, or corporate policies have been violated, these will individually be reported as deviations.

Note: Contract Expert clauses added to the business document and then either made non-standard or replaced with an alternate clause are not reported as deviations.

Select Review Contract Deviations from the Actions LOV and click Go.

The Deviation Report appears, displaying the clause and policy deviations in the lower part of the window. The clause deviations initially appear sorted by Category - the deviation category.

Select the Generate for Approval check box if you want the Deviations report to be attached to the approval notification.

Selecting this option overrides the value of the profile option OKC: Generate deviations report for approval.

Note: You can generate the Deviations report for the approval of any version of a CLM document by selecting the Generate for Approval

check box.

Optionally, click the Download button to save a copy of the Deviations report to your desktop. After downloading the report, you can edit it offline and attach it as a contract document with the category Approval Abstract. The Approval Abstract documents appear as attachments to approval notifications.

Managing Deliverables

You can create and update deliverables either on a contract template or on a CLM document. While creating or updating a deliverable, you can also add attachments to the deliverable.

Note: During contract authoring, users can create one or more deliverables with a supplier contact associated with it. However, in order for the suppliers to follow through and manage these deliverables, they must have registered with Oracle iSupplier Portal as users of the application.

To create or to update deliverables, you must be in the process of updating the contract template or the CLM document. In either case, first click the Deliverables tab. Then if you want to create a deliverable, click Create Deliverable.

If you want to update a deliverable, you can perform either of the following processes:

- Click the Deliverable Name link to view the deliverable first, then click Update.
- Click the Update icon for the deliverable that you want to update.

To create / update a variable:

- If you are creating or updating a deliverable in a revision of a business document, that is, where the version number is greater than 0, you can optionally enter text into the Amendment Description field, to document the changes you are making in the revision.
- Enter the Deliverable Name. This is the name of the task being requested.
- Select the Deliverable Type. You can select the following type of deliverable:
 - Contractual Deliverable: A deliverable on a contractual document. For example, Awards, IDVs.
 - Negotiation Deliverable: A deliverable on a negotiation document. For example, Solicitation, Request For Information, Response.

- **Internal Purchasing Deliverable:** Internal Purchasing deliverables are not part of the contractual terms of a CLM document, and hence does not directly represent a formal commitment between the parties.
- **Select the Responsible Party.** The responsible party is specified as the party that fulfills the deliverable. You can select Buyer or Supplier Organization from the list of values.
- **Optionally, enter the Description of the task and how to perform it.**
- **Optionally, select the Buyer Contact.**

The buyer contact is the person responsible for performing the deliverable, if you select the Buyer Organization in the Responsible Party field. In case the supplier company is responsible for performing the deliverable, the buyer contact is responsible to accept the fulfillment of the deliverable.

- **For CLM documents only: Optionally, select the Supplier Contact.**

The supplier contact is the person responsible for performing the deliverable, if you select the Supplier Organization in the Responsible Party field. If the buyer organization is responsible for performing the deliverable, the supplier contact is responsible to verify the fulfillment of the deliverable.

Note: The Buyer Contact, Supplier Contact, Requester, and Escalation Contact are current employees. Inactive employees will continue to be used on deliverables - you will have to perform your own cleanup updates as required.

- **Optionally, select the Requester.** This is the name of the person who has requested the deliverable. The requester usually verifies if the deliverable was completed satisfactorily.
- **Optionally, enter Comments.** These comments are visible only to the internal users of buying organizations.
- **Select either Fixed Date or Relative Date.** If you selected Fixed Date, select the date using the Calendar icon.

If you selected Relative Date, select Event, Before/After, and Period values. For a repeating deliverable, the start date is the date that you chose either as a fixed date or a date relative to a certain event.

- **For a repeating deliverable, select the frequency information as follows:**
Select the Frequency as a number of weeks or months. For example, every 6 weeks or every 3 months. In the Repeat On field, select either the day of the week to repeat

on (for a weekly frequency) or the day of the month to repeat on (for a monthly frequency) For a repeating deliverable, select the end date information as follows: In the Repeat Until fields, select either the Fixed Date or Relative Date radio button. If you selected Fixed Date, select the date using the Calendar icon. If you selected Relative Date, select Event, Before/After, and Period values.

- Select one or more of the check boxes that match the notification scenarios:
Prior to Due Date: If you enable this check box, you must specify the (positive) number of days, weeks or months before the due date that the notification should be sent. The recipient of this notification is the contact of the responsible party on the deliverable.
- Status Change: A notification is sent for any status change of the deliverable. Statuses could be any of the following: Completed, Submitted, Rejected, Cancelled, or Failed to Perform. The recipients of this notification are the Buyer Contact, the Supplier Contact, and the Requester.
- Deliverable is Overdue: A notification is sent when the due date of the deliverable is passed. The recipients of this notification are the Buyer Contact, the Supplier Contact, and the Requester.
- Escalate after Due Date: The recipients of this notification are the Escalation Contact and the Requester. If you enable this notification, you must specify the Escalation Contact, and the number of days, weeks, or months until the escalation should occur.

Note: Except for Status Change notifications, the notifications are only sent daily as a result of running the concurrent programs Overdue Deliverable Notifier, Deliverable Due Date Notifier, and Deliverable Escalation Notifier.

- Click Add Attachments, and define your attachment as one of following types: .
 - File: you can attach a file from your local desktop
 - URL: you can specify a URL where the document is available.
 - Text: you can enter information in the Text field.

You can click Apply, or, if you are creating a deliverable, you can click Apply and Create Another.

Contract Actions

You can perform the following operations on contracts by selecting from the Actions list

of values and clicking Go:

Validate: To validate contract terms, you can launch the validation process at any time during the contract terms authoring process. The system also validates contract terms automatically when a CLM document is submitted for approval.

Select the Validate option from the Actions list of values and click Go. The system performs the validation and displays the results. The system validates the contract terms for errors and inconsistencies. The system only displays errors related to contract terms, and not the warning messages. If applicable, fix the errors and resubmit the contract terms for validation.

For a CLM document with contract terms, you need to fix all the errors before resubmitting the document for approval.

Update Contract Details: Users can perform the following updates for their contracts using the Update Contract Details page:

- Specify a Contract Administrator
- Specify the Legal Contact
- Specify the Authoring Party (Internal or Supplier)
- Specify the Contract Source and also change the Source type from Structured Terms to Attached Document and vice versa
 1. When the Contract Source is Structured Terms, select the contract template for the CLM document
 2. When you select the Contract Source as Attached Document, you are required to upload a contract document and attach it as your contract terms for the CLM document. Use the Upload Contract action from the Actions list of values and click Go to upload a contract template of type Attached Document.
- Current Contract Template displays the contract template that you have selected for your CLM document.
- New Contract Template enables you to select a contract template to replace the existing contract template. Applying a new template will remove all contract terms. If you wish to retain the clauses and deliverables of the original template, select the Retain all Clauses and Deliverables checkbox. If you wish to retain only the deliverables of the original template, select the Retain all Deliverables checkbox.

Note: You can also apply multiple templates to the CLM document.

Upload Contract: If you have specified your Contract Source as Attached Document, select the Upload Contract action from the Actions list of values and click Go. The Upload Contracts page displays, with the following fields:

- **Current Contract Source:** Displays the current contract source as Structured Terms or Attached Document.
- **New Contract Source:** Enables you to specify if the contract source will be an attached document or structured terms.
- **Enable Structured Terms for Reporting:** The check box provides the ability to report based on structured terms even if the contract source is Attached Document.
- **Select the Update Structured Terms Automatically check box** if you want the system to detect changes in the uploaded file, and display them for review.
- **File:** Click the Browse button to select a file from your local computer.
- **Description:** Enter a descriptive text of your choice in this field.
- **Click Apply** to save your updates. The Contract Terms page now informs you that the Contract Terms are represented by the document you attached. The document name is provided.
- If you change the Contract Source back to Structured Terms, the system displays a message, warning you that the attached document you specified as the Contract Source will be moved to the Supporting Documents category. Select Yes or No, depending on your choice.

Updating the Contract Source - Scenarios

1. When you retain the value of Contract Source as Structured Terms, however, you change the contract template, that is, you explicitly choose a value for the New Contract Template, then the following takes place:
 - All existing standard clauses are deleted from the CLM document.
 - All manually added standard and non-standard clauses are retained.
 - Any other changes, such as formatting and layout, are removed.
 - Clauses and sections from the latest version of the new contract template in the Contract Terms Library are copied into the CLM document.
2. The following scenario is where all of the conditions below occur:
 - You have changed the Contract Source from Attached Document to Structured Terms.
 - There is a value in the Current Contract Template field.
 - You have not selected a value in the New Contract Template field.

In this scenario, there was a previous occasion when the Contract Source had been Structured Terms, and you are now restoring the contract terms that were present then. Oracle Contracts automatically copies the Current Contract Template to the New Contract Template, and activates all the sections and clauses that existed previously in the CLM document; sections and clauses from the Contract Terms Library version of the contract template are not copied into the CLM document.

3. If the Contract Source is Attached Document, refer to the section Upload Contract.

Download Contract: Select this action to open the Download Contract page. Select one of the following file formats: Rich Text Format (RTF) or Word 2003 (XML): Select the Word 2003 (XML) option if you are planning to use the Automatic Import option. The Automatic Import option is supported only for World 2003 (XML) file format.

Select the Lock Contract Until Upload check box to prevent any changes to the contract while the contract is updated offline. The option to lock the structured terms is only available if the contract was not already locked either for editing or for review. Click Apply.

The system runs the Word Export function and downloads the document containing the sections, clauses, and variable values of the CLM document to your desktop.

Note: If your CLM document contains deliverables, the deliverables are not exported unless they are included as a variable inside a clause.

Lock Contract: You can lock the contract to prevent any changes to the contract. The option to lock the structured terms is only available if the contract was not already locked either for editing or for review.

Unlock Contract: If the contract is locked and you want to make it available for update, select the Unlock Contract action from the list of values.

Update Variable Values: Refer to the section Updating Variable Values for more information.

Validate: Use this action to view any errors, warnings and inconsistencies in the Contract Terms. This action is only applicable for those contracts with a Contract Source defined as Structured Terms. For documents whose Contract Source is Attached Document:

- The only contract terms validation is whether a contract document exists with Category = Contract and whose Primary Contract Document flag is set.
- Deliverables are validated.

Preview Contract: You can use the Preview option to generate a PDF file and download it to your desktop for printing.

Check for Clause Updates: Use the Check for Clause Updates action to view the list of clauses that have newer versions in the Contract Terms Library, and then select the

applicable ones to apply to the contract terms. This action is used only when the Contract Source is Structured Terms.

Remove Terms: (applies only to base awards/IDVs.) After applying a contract template, you can choose to remove all the clauses and sections that are in the contract terms. To use this feature the contract must be in its first version, in an unapproved status, such as Incomplete for an award or IDV. If the Contract Source of the business document is Attached Document, removing the terms will also delete the Primary Contract Document.

Review Contract Deviations: Refer to the Policy Deviation Rules section for more information on this action.

Managing Sections

Deleting Amendment Specific Sections

During the contract creation process, solicitation amendments and award modifications may contain some clauses and sections that are specific to the amendment or modification process. As per the federal regulations, the amendment specific clauses are present in the amendment document but should not be in the conformed document. That is, when the amendment (or modification) is merged with the base document to create a conformed document, the amendment specific clauses and sections should be dropped or deleted from the contract terms.

Users need to specify a default section in which all the amendment specific clauses will be placed during the amendment/modification process. When the amendment is merged with the base document to create the conformed solicitation or award, the system deletes the default section that contains all the amendment specific clauses. This ensures that the clauses are deleted (because the section they are in, is deleted) and do not get into the contract terms of the conformed document.

The default section has to be specified in the profile option OKC: Amendment Specific Section. For example, you specify Section J as your amendment specific section. During the amendment process, clauses A, B, and C are amendment specific clauses and you need to move them into Section J. After the amendment / modification is approved, Section J is deleted from the contract terms, so that the amendment specific clauses are not part of the conformed document.

Deleting Provisional Sections (for solicitations only)

When a solicitation is awarded to one or more suppliers and the outcome award document(s) are created, the contract terms are also copied from the solicitation to the award document(s). However, federal regulations require that if some clauses and sections pertain only to the solicitation process, these clauses and sections should not be copied over to awards, where they may not be relevant.

Note: Even if a non-provisional clause is placed under a provisional section, the clause will be dropped during the awarding process.

Select the sections (and clauses that are contained in the sections) that are to be deleted so that they do not get copied to the award document(s). Enter exact names of the sections you wish to delete. CLM provides implementers with a custom hook that deletes the user-selected sections and their clauses. After the custom hook is executed, users can check the awards to verify that the provisional sections and clauses are not in the contract terms of the award documents. For more information on the custom hook `OKC_CODE_HOOK.IS_NOT_PROVISIONAL_SECTION`, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

Multiple Default Sections for Contract Expert

Contract Expert is used to create rules and questions that require user responses. Based on user responses, new clauses and sections are added to the contract terms. The newly added clauses are added to the default section specified in the Clauses > Clause page. Access the Clause page using the Contract Terms Library Administrator responsibility.

You can also add the clause to sections other than the specified default section if you select the section name and associate it to a variable value. The Clause page has an Additional Section Mapping region that you can use to associate the section to a variable value. For example, the variable Document Format (found in the Solicitation Header) has values such as COM, UCF, etc. Thus, if you select Document Format as the Variable Name, the Variable Value list of values display all the variable values (COM, UCF, etc.) for that Variable Name. Select a section name (for example, General Terms or Section K) from the Default Section list of values. You have now associated the section to a variable value. Click Add Another Row to associate another variable value to another or the same section.

Apart from the variable Document Format, you can create user-defined variables such as Time Period or State of Jurisdiction or any other variable value that meets your agency requirements.

Navigate to the Contract Terms page using the appropriate CLM responsibility. Run Contract Expert and you will notice that the sections you associated with the variable value for that clause will be visible in the Contract Terms page. The sections will contain the relevant clauses.

Clause Logic Service (CLS)

The provisions and clauses in FAR and DFARS are used by agencies to complete their contract terms. This has led to inconsistencies and redundancies in usage of the clauses and provisions. In order to standardize and streamline the usage of clauses and provisions, the Department of Defence has created a centralized website called Clause Logic Service. This website provides the facility to incorporate clauses and sections in

documents such as awards or solicitations in their contract terms. Thus Clause Logic Service acts as a sort of remote Contract Expert, that brings in clauses to the contract terms, based on certain rules and questions that the user has to answer.

The government maintains the Clause Logic Service as a centralized repository to store clause text and clause logic. CLM, as one of the registered contract writing systems, sends indicator values (such as Document Number, Contracting Office, Funding Agency, Dollar Value) to the Clause Logic Service (CLS) system and these indicator values are used to determine which clauses and provisions that CLM document (award or solicitation) is going to need. Then CLS sends the required clauses and provisions to the requesting CLM document and the clauses are inserted in the appropriate sections in the Contract Terms page.

Using the appropriate CLM Sourcing or CLM Purchasing responsibility, open a draft solicitation or a draft award. Navigate to the Contract Terms page (CLM Sourcing : click the Contract Terms link in the left pane of the page. CLM Purchasing: Select the action Update Contract Terms or Add Contract Terms from the Actions list of values from the award). The Contract Terms page displays and you need to apply a template that is CLS enabled to the CLM document. If a template that is not CLS enabled has been applied, you can remove it by clicking the Remove Terms action from the Actions list of values. Then select a template that is CLS enabled from the Contract Template list of values and click Apply Template. This will enable you to initiate the clause logic service.

For more information on setting up contract templates as CLS enabled, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

In order to initiate the Clause Logic Service to bring in clauses to your contract terms, select the Start Clause Logic Service action from the Actions list of values and then click Go. You get a confirmation message that the Clause Logic Service has been started successfully, which means that CLM has connected successfully to the Clause Logic Service website.

The CLS web page displays, with a DoD Notice and Consent Banner. Read the terms and conditions and then click I Agree to continue.

The CLS web page now displays a Getting Started screen that explains the process you need to follow to use the Clause Logic Service website. Read the instructions and then click Continue.

The Regulations page lists the various federal rules that you will need in your CLM document (award or solicitation). This list of regulations is generated based on the indicators that CLM has sent to the Clause Logic Service from your CLM document (award or solicitation). Thus, Document Number, Funding Agency, etc. are sent to CLS from CLM and using these indicators, CLS has determined which clauses and regulations apply to your CLM document.

The upper right region of the Regulations page shows you the CLM document number that was created in CLM. The region also shows the last updated date/time for the CLM document. The Prescribed Clauses region displays the number of clauses that are required, optional and removed.

The main region lists the Applied Regulations and the Available Regulations to the CLM document. Click the Modify Regulations (pencil) icon near the Applied Regulations title in order to update the Applied Regulations list. You can add or remove regulations and save your list, which will be applied to the CLM document.

Click Continue to navigate to the Basic Info page. You need to provide CLS with some Procurement Document and Performance details in order to proceed. Click the Start button next to the Procurement Document title and then specify which agency / department this procurement document originates from. Select an agency / department by clicking the appropriate radiobutton and then click Continue. You will be prompted to select a document type – Contract (Award) or Solicitation. The next page asks you which type of solicitation instrument vehicle, then which contract instrument vehicle, and which Forms (SF1447, SF33, etc) you will be using. Select from the lists and click Continue.

Click the Start button next to the Performance title and then specify the Period of Performance (in Days), and Places of Performance to CLS and click Continue.

The Regulation Info page displays, where you need to click the Start button near each regulation title in order to answer various questions put to you by the Clause Logic Service. Your responses will determine the regulations and relevant clauses that will be part of the Contract Terms of your CLM document. Click Continue when you are done with answering the questions and the Error Check Summary page displays, informing you that an error check has been performed on your document. Click Continue to the Running Rules page, that generates the clauses and appropriate sections for the CLM document.

The Procurement Document Review page displays the relevant clauses and sections that will be part of the contract terms of your CLM document. You can still opt to add clauses that you think should be a part of the contract terms. Select the Print icon to print the clauses and section in pdf or odf format.

From the Contract Terms page, in Solicitations or Awards, navigate to the Actions list of values, select the action Retrieve Clauses from Clause Logic Services and click Go. The clauses and relevant sections are retrieved from the CLS website and are placed appropriately in your contract terms page.

If you need to add or remove clauses from the Contract Terms page, and the clauses have been brought in from CLS, first remove all the clauses, by clicking the Remove Terms action from the Actions LOV. Then invoke CLS by selecting the action Start Clause Logic Service and clicking Go. This will launch Clause Logic Service again, and you can add or modify the clauses and sections you need.

Approvals

An Overview of Approvals Management

Oracle Purchasing enables you to approve awards, IDVs and modifications using a common process. When you complete your documents and are ready to initiate the approval process, click Submit in the Buyer Work Center to submit the document for approval.

If Owner Can Approve is enabled for the specific document type in the Document Types window and if you have the authority to approve the document, you can also approve the document.

When you select the Submit button in a document entry window, Oracle Purchasing performs submission checks to verify that the document is complete and in an appropriate state for the action you chose. Please refer to the Document Submission Checks section in this chapter.

Oracle Approvals Management enables you to specify the approval rules for Oracle CLM Purchasing without having to write code or customize Purchasing. Once you define the rules, Purchasing communicates directly with AME to manage the approvals for business transactions.

The approvals management engine is now provided on top of the existing employee-supervisor and job-position approval hierarchies.

You can define the business rules that guide the approvals flow.

For more information on Approvals Management Engine, please refer to the *Oracle HRMS Approvals Management Implementation Guide*.

For more information on setting up AME rules for CLM, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

Notifications Web Page

You can also approve documents through the Notification Details web page, accessible

through the Advanced Worklist option in Oracle Purchasing. The Notifications Summary page lists all the documents awaiting your approval, so that you can manage your pending approval queue and take approval actions. After opening a notification, you can drill down to the document itself, and review it and its action history. You can also modify the document if Approver Can Modify is enabled for the document type. After you modify a document, you need to return to the notification to take an approval action. You can also view and respond to notifications through e-mail. Oracle e-Business Suite uses Oracle Workflow technology to route notifications through e-mail. This way, an approver who has easier access to e-mail than to the Purchasing application can view notifications and take approval actions.

Approval Workflow

Oracle Purchasing uses Oracle Workflow technology to handle the entire approval process. When you take an approval action in the Approve Document window or the notification, or through the Web or e-mail, you are "submitting" the approval action to Workflow. Workflow works in the background, using the approval controls and hierarchies you've defined to route documents for approval. Because Workflow handles your approval process in the background, you can use Oracle Workflow Builder's easy interface to modify your approval process.

Viewing and Responding to Approval Notifications

Use the Notification Details web page, accessible through the Advanced Worklist menu option in Oracle Purchasing, to manage your pending approval queue and take approval actions. After opening a notification, you can approve the document from the notification.

Oracle Purchasing offers the following document approval actions in the notification: Approve, Approve and Forward, Forward, Reject, Reassign and Request Information. You can also reassign a notification to somebody else.

Forward: Select Forward only if you want to forward the document to someone other than the next approver in the default Approval Path. If you select Forward, you must enter a Forward To person. If you don't select Forward, Purchasing will automatically route the document to the appropriate person in the Approval Path, if you're not the appropriate approver.

If the Forward To person is higher up in the default (or selected) Approval Path, but still does not have enough approval authority, Purchasing will continue the approval process with the next person in that Approval Path. If the Forward To person is not in the default (or selected) Approval Path, and also does not have enough approval authority, you will receive an Approver Not Found notification.

Reassign and Forward: To reassign a notification but still record you as the approver, choose Reassign, and then choose Transfer. To forward the notification so that the new approver is recorded in the action history instead of you, open the notification and select the Forward action (Do not use the Reassign/Transfer option).

Request Information: Ask for more information from any of the participants or to any users/other groups specified in the system. Clicking on the Request Information button opens the Request Information page that enables you to specify a workflow participant or a user in the system. Also enter your specific request for the information that you need and then click Submit.

The document details are displayed with the header information at the top and the line details below. The Approval Sequence is also displayed, along with the Action History.

Using the References region, you can edit or view the CLM document using either of the links:

Edit Document: From a notification that you have opened, you can also drill down to the document and modify it if Approver Can Modify is enabled for the document type.

Note: After you modify a document opened through the notification, you must return to the notification and choose Approve there, not in the document itself, so that Purchasing can record your approval action and continue with or complete the approval process.

View Document Details: View the CLM document in read-only mode, once you have completed viewing the document, return to the Notification Details page by clicking the Notification Details link at the top of the view-only page.

The Response region enables you to enter a response, giving reasons for your decision (Approve or Reject). You can forward this to users in the system or any other group that has been specified.

Bilateral Signature

The Bilateral Indicator field on the CLM document is provided to ensure that the vendor and the agency sign on the CLM document before the document is considered legally binding. The fields relevant to capturing the bilateral signature information for the CLM document are:

- **Bilateral Indicator:** This is an indicator stating that the award is bilateral, that is, both the government and vendor parties must sign before the award is considered legally binding. If the award selected as bilateral, then there must be a record of having received vendor signature or acknowledgement of the award before finally approving it in CLM. If the award is listed as bilateral, then the vendor signatory information must be completed before finally approving it in CLM. The seeded values for this field are None, Proxy Signature and Signature.
- **Number of Signed Copies:** If the supplier is required to sign the award, this free-text field indicates the number of (hard copy) copies to return to the contracting office.

Document Submission Checks

The following table lists the Document Submission Check Rules for CLM document approval:

Submission Check Rules	Awards	IDVs with Lines	IDVs without Lines	Modifications
Change Description has been generated and up to date	N	N	N	Y
Standard Form & Document Format are not null and not expired	Y	Y	Y	Y
Order Amount is within the Min Total Amount and Max Total Amount range of Source IDV	Y	N	N	Y
Max Ceiling Award Amt is less than Max Per Order Amount or Total Line Amount is Max Per Order Amount	N	Y	Y	Y
Effective Date for all Lines is between Order Start Date and End Date	Y	N	N	Y
Line min start date is greater than Header start date and Line max end date is less than Header end date	N	Y	N	Y
Header Effective Date can be less than or equal to the Need-By Date of all the shipments	Y	Y	N	Y
Line quantity should not be null if either of these is not null: Minimum Per Order Qty, Maximum Per Order Qty, Maximum Total Qty, Minimum Total Qty	N	Y	N	Y

Submission Check Rules	Awards	IDVs with Lines	IDVs without Lines	Modifications
Line amount should not be null if either of these is not null: Minimum Total Amount, Maximum Total Amount, Minimum Per Order Amount, Maximum Per Order Amount	N	Y	N	Y
Total quantity of all PO Lines sourced to IDV should be between IDV Lines' min and max per order quantity	Y	N	N	Y
Total quantity of all Lines of the same IDV lines across all POs which reference that IDV line should be less than IDV Lines' max total quantity	Y	N	N	Y
Total amount of all Lines of the same IDV lines across all POs which reference that IDV line should be between IDV Lines min and max order amount	Y	N	N	Y
Purchase Order Vendor should not be on hold	Y	Y	Y	Y
Vendor is not null	Y	Y	Y	Y
Vendor Site is not null	Y	Y	Y	Y
Ship to Location is not null and is valid for priced lines only	Y	Y	Y	Y
Invoice Office is not null and is valid	Y	Y	Y	Y
Currency Code is not null	Y	Y	Y	Y
Rate is not null if PO currency is not SOB currency	Y	Y	Y	Y

Submission Check Rules	Awards	IDVs with Lines	IDVs without Lines	Modifications
Currency Rate Type cannot be "User" if the document contains any Lines with Value Basis of "Rate"	Y	Y	Y	Y
Purchase Order should not be on hold	Y	Y	Y	Y
Vendor should be valid	Y	Y	Y	Y
Vendor Site should be valid	Y	Y	Y	Y
Vendor Contact should be valid	Y	Y	Y	Y
If acceptance is required for a document then there must exist a valid vendor contact with valid user name associated with it	Y	Y	Y	Y
Header must have at least one line	Y	Y	N	Y
Each Purchase Order Line must have at least one shipment (except Informational Lines)	Y	N	N	Y
Quantities/Amounts between Purchase Order Line and Shipments must match	Y	N	N	Y
The rate cannot be NULL for the distribution if we are using a foreign currency	Y	N	N	Y
If using functional currency then rate has to be null	Y	N	N	Y
The amount of all standard purchase orders for a contract should not exceed the amount limit of the contract	Y	N	N	Y

Submission Check Rules	Awards	IDVs with Lines	IDVs without Lines	Modifications
Any of the standard PO's lines should not reference an unapproved contract	Y	N	N	Y
Any of the standard PO's lines should not reference a contract whose vendor is different than the one on PO header	Y	N	N	Y
Invalid Interclass conversions between UOMs should not be allowed	Y	N	N	Y
If an item is restricted then the Purchase Order Vendor must be listed in the Approved Suppliers List table and must be approved	Y	N	N	Y
If an item is restricted then the Purchase Order Vendor must be listed in the Approved Suppliers List table and must not be DEBARRED	Y	N	N	Y
Contract referenced on a PO line should not be on hold	Y	N	N	Y
ATO/CTO Model items not allowed on POs	Y	N	N	Y
Item at Line and Shipment levels should be valid for purchasing	Y	Y	N	Y
Either Promised Date or Need by date is required for planned items	Y	N	N	Y
Ship to Location for shipments should be valid	Y	N	N	Y

Submission Check Rules	Awards	IDVs with Lines	IDVs without Lines	Modifications
The Funded Value of the PO distribution should not be greater than its corresponding Total Order Value	Y	N	N	Y
The IDV should be enabled for purchasing in the current OU	Y	N	N	Y
IDV should be approved	Y	N	N	Y
IDV should not be on hold	Y	N	N	Y
The vendor on the PO should match the IDV	Y	N	N	Y
The vendor site on the PO should match a vendor site on one of the IDV's enabled org assignments	Y	N	N	Y
The PO Effective Date should be before IDV or corresponding Line expiration date	Y	N	N	Y
The Need-by-date (or if NULL, the PO creation date) should be after the start dates of the IDV	Y	N	N	Y
Currency Code on the PO should match the IDV	Y	N	N	Y
The total amount on all the standard PO SHIPMENT lines in the current setup referencing the same IDV should be less than the amount limit on the IDV header	Y	N	N	Y
The total amount on all the lines on the standard PO referencing same IDV line should be greater than the minimum release amount on the IDV line	Y	N	N	Y

Submission Check Rules	Awards	IDVs with Lines	IDVs without Lines	Modifications
Current OU should be enabled for purchasing on the Global Contract being referenced	Y	N	N	Y
Supplier Site should be a purchasing site defined in Global Contracts Org Assignments	Y	N	N	Y
Amount Released should not exceed the amount limit on the Global Contract	Y	N	N	Y
Effective Date range on the price break is within the Effective Date range of the Header and before the Expiration Date of the line	N	Y	N	Y
Expiration Date on the line is within the effective range of the header	N	Y	N	Y
ACRN value should be valid, should use alphanumeric code (excluding I & O and each charge account (line of accounting) should have a unique ACRN	Y	N	N	Y
The sum of distribution amounts can be less than or equal to the total shipment (schedule) amount.	Y	N	N	Y
The requisition distribution fund amount should be greater than the award distribution fund value. Otherwise an error is displayed.	Y	N	N	Y

Submission Check Rules	Awards	IDVs with Lines	IDVs without Lines	Modifications
The total of distribution amounts for individual schedules should be less than or equal to the Schedule Amount.	Y	N	N	Y
The sum of distribution quantities for individual schedules should be less than or equal to the Schedule Quantity.	Y	N	N	Y
The PO Charge Account field should not be blank for a distribution.	Y	N	N	Y
If the document contains orphan exhibits, the document cannot be approved.	Y	Y	N	Y

Note: Modification Merge is performed during the approval of a modification. At this time, the modification is synced with the approved document and validation is performed.

Document Submission Checks for awards autocreated from MIPRs

While there are several submission checks that an award autocreated from a MIPR has to go through, the most important document submission checks for the award are as follows:

- Header Level Errors:
 1. The award has been autocreated from a MIPR-Own: FPDS-NG Reporting Method must be set to Exempt.
 2. The award has been autocreated from a MIPR-Own: Communication Method must be set to None.
 3. The award has been autocreated from a MIPR-Own: Bilateral Indicator must be set to None.
- Header Level Warnings:

1. Multiple MIPR-Own are referenced on the award.
 2. PR/PAR and MIPR-Others are referenced on the award.
 3. MIPR-Others belonging to different requesting agencies are referenced on the award.
- Distribution Level Errors:
 1. A MIPR-Own reference is found in the Line, Schedule, and Distribution of this award; however, the award also references a MIPR-Own of another assisting agency.
 2. A MIPR-Own reference is found in the Line, Schedule, and Distribution of this award; however, the award also references a PR/PAR/MIPR-Others.
 3. A MIPR-Own (Direct Citation) reference is found in the Line, Schedule, and Distribution of this award; however, the award also references MIPR-Own (Reimbursement Order).

Contract File

Overview

Contract Files are either solicitations (till awarded) or awards. Contract Files are similar to file folders that contain acquisition information in a single place. In CLM, a Contract File is a view that enables you to see the information related to an acquisition from a single location. The view contains the links to all the transaction documents associated with the acquisition and the transaction documents are placed in a logically ordered outline. You can click on a solicitation or award number, for example, to drill down to and view the document details. Thus the entire procurement flow from Planning to Payments for an acquisition is captured as a view in the Contract File.

Contract Files may be award based or solicitation based. If a solicitation has been created, and not awarded yet, the Contract File is solicitation based. If the solicitation has been awarded, the Contract File is award based. The Contract File number (ID) is taken from the solicitation number or award number, depending on whether the Contract File is solicitation based or award based.

Searching for Contract Files

Using the appropriate Purchasing responsibility, navigate to Buyer Work Center > Contract File. The Contract File Search page displays, with a list of fields that you can use as search criteria for retrieving Contract Files. If you wish to add some more search criteria fields (such as Award Administrator, Contracting Officer, Issuing Office, Purchase Request Number, etc), select the field(s) from the Add Another LOV and click Add. The new search criteria field will be added to the list of fields already on the page. Enter a value for the search criteria field and then click Go. The contract files are displayed in the search results region below the search criteria fields.

Note: You can save your most frequently used searches as Views that you can use multiple times. Click Save Search to open the Create View page and specify your view related fields.

Some pre-defined views that are available in the Contract File Search page are:

- My Contract Files
- My Closed Out Contract Files
- My Canceled Solicitation Contract Files
- My Awarded Contract Files
- My Published Contract Files
- My Draft Contract Files

Click a Contract File Number link to open a contract file in outline view. The View Contract File page displays. The left pane of the page displays the outline of the contract file. The right pane of the page displays the actual document information that you have clicked on. For example, if you clicked an award in the left pane, the award information displays in the right pane. In the right pane, click the Document Number link to drill down to see the document details, or click the View PDF link to view the document's pdf file.

The Checklist PDF and Contract Completion PDF are displayed if the relevant checkboxes are checked in the Closeout window. These PDFs are displayed regardless of status (Approved, Physically Complete, Administratively Complete, In Closeout and Closed Out).

Accessing Contract Files from CLM documents

Using the appropriate Purchasing responsibility, navigate to open a CLM document (award, IDV, etc) in any status. From the Actions LOV, select View Contract File to open the View Contract File page. If you select a modification document to open, the associated award / IDV is displayed as the Contract File. You can also select the View Contract File action from the Views page that lists all the awards or IDVs with various statuses. The left pane of the page displays all the related milestones and documents of that particular acquisition cycle. The right pane displays the award or IDV information along with the document number link. Click the document number link to drill down to the award details or click the Return to CLM document link at the bottom left of the page to return to the CLM document.

Structure of a Contract File

The default structure of a contract file is outlined below. The contract file structure encompasses the entire procure to pay document set for a particular acquisition:

- Planning
 - Acquisition Plan Summary

- Requirements (not visible for IDVs)
 - Purchase Request
 - PR Amendment
 - Workload Assignments
- Sourcing
 - Solicitation (including rounds)
 - Offer
 - Solicitation Amendment (including rounds)
- Award / IDV (not visible for solicitations)
 - Base Award / IDV
 - Referenced IDV / Award
- Award / IDV Administration (not visible for solicitations)
 - Conformed Award / IDV
 - Post Award Requests
 - Modification
 - Receipts (only for Awards)
 - Invoices (only for Awards)
 - Payments (only for Awards)

If you click a top-level entity (such as Award / IDV), and if there are associated documents, the document number appears as a link in a folder. Click the document number link and the right pane of the page changes according to the document type you have selected. For example, if you select an Award / IDV document number link, the right pane displays some regions. The first region displays the Award / IDV details along with a View PDF link. Click the link to view the entire document as a pdf. The next region, CAR Details, displays only for awards / IDVs / modifications and not for solicitations.

The Small Business Coordination Record region displays the control number of the DD-2579 and the status of the Small Business Coordination Record. Click the control number link to open the Small Business Coordination Record page in view mode. This region is displayed when a Small Business Coordination Record is associated to an

award modification, an IDV with Lines modification, an IDV without Lines modification, a solicitation. Click on any of the above document number links and the Small Business Coordination Record region appears in the right pane, provided there is a CLM document and DD-2579 association.

Managing Attachments

The Attachments region is available for all CLM documents and it displays the attached file(s) information. Please note that only header level attachments are displayed in the contract file and other attachments (such as line level attachments) are not displayed.

The title of the attached file is a link that you can click to open the attachment. Click the Update (pencil) icon to make changes to the attachment. You can open, update or delete the attachment provided you have the appropriate security privileges.

Online Representations and Certifications Application (ORCA)

Overview

Online Representations and Certifications Application (ORCA) replaces most of the paper based Representations and Certifications (Reps and Certs) in Section K of solicitations with an web services interface. ORCA enables suppliers to register their certifications (small business, HUBZone business, etc.). CLM enables buyers to extract this information from ORCA and store it along with the CLM document.

Users can integrate with ORCA from within Oracle CLM Sourcing or Oracle CLM Purchasing to retrieve representations and certifications information for each supplier and store it along with the CLM document (solicitation or award). CLM enables users to perform real-time queries for representation and certification information for one or more suppliers from ORCA and retrieve such information in a short span of time.

Published Solicitations that have been closed for bidding and draft awards are the CLM documents that require the representations and certifications information from ORCA. This information is stored with the CLM document for each supplier. Thus, if a user needs to find out the representations and certifications information for a supplier for a particular solicitation or award, the user can retrieve the CLM document along with the representations and certifications information and view the required details for the supplier.

Extracting ORCA Details via CLM Documents

Draft unapproved awards, IDVs and orders referencing IDVs are used to view and extract ORCA information. You cannot retrieve ORCA information for approved awards, IDVs, orders referencing IDVs or modifications.

The representations and certifications information retrieved on the referenced solicitation for the associated supplier flows to the resulting award during the awarding process.

The representations and certifications information retrieved on the referenced IDV for the associated supplier is not required to flow to the resulting award during the awarding process.

When an award is archived, the associated ORCA details are also archived.

To view ORCA information, select View ORCA Details from the Actions LOV of a draft award and click Go. The View ORCA Details page that displays shows you the recently extracted ORCA details. Click the View Certifications link to open the Attachments page. A representations and certifications document from FAR and another representations and certifications document from DFARS are available for you to view and download. Note that these representations and certifications documents from FAR and DFARS are stored with the award information along with the supplier. You can also search for a representations and certifications document by Title using the Search LOV. Click the Return to View ORCA Details link to go back to the View ORCA Details page.

Click the Extract ORCA Information button to open the Extract ORCA Information page. Select a supplier by clicking the Select radiobutton. The Supplier Name, Supplier Site and Offer Numbers are defaulted on the page. Enter a DUNS number for the supplier, without which you will not be able to extract the ORCA information. The DUNS number defaults if it is already stored for that supplier site; in such a situation, the DUNS number is not editable by the user. Also, note that the DUNS number, if manually entered by the user, will not be stored for that supplier site. It is only used to get the information from ORCA. Select a Registration Status Code (Current, Archived, or Current + Archived) that specifies to ORCA the time frame (or date range) when you wish to extract the suppliers representations and certifications information. If you select Current from the Registration Status Code LOV, you will get the current representations and certifications information from ORCA. If you select Archived or Current + Archived from the Registration Status Code LOV, the Registration Start Date and Registration End Date fields are enabled and available for you to enter the date range information. In such cases, there may be multiple records coming from ORCA, depending on the extraction period, and you may see several rows of retrieved data. For example, enter a date range for last year if you wish to extract last year's representations and certifications information. Then click Get Certifications Details. CLM integrates with ORCA to retrieve the representations and certifications information. The pdfs from FAR and DFARS containing the representations and certifications information are available in the View Certifications column as an icon. Click the View Certifications icon to view and download the pdf. You can extract ORCA information as many times as required by clicking the Extract ORCA Information button. Click the Return to Award link to go back to the Awards page.

Electronic Document Access (EDA)

Overview of EDA

The Electronic Document Access (EDA) is a mandatory Department of Defense (DoD) system that serves as the master repository for all unclassified DoD contracts, orders and modifications. EDA is used by the program management, finance, disbursing, contracting, industry trading partners, other federal agencies, and the logistics community to store and manage common documents. Specifically, the data within EDA will be provided to WAWF for receiving and invoicing processes and the standard format is key for the integration between systems as well as for data conversion.

In order for contract data to be accepted by EDA, it must be presented in a standard format. EDA requires that incoming award data be provided as a PDF and as an index file consisting of predefined elements. Additionally, EDA also accepts the award/modification data in the Procurement Data Standard (PDS) XML format. CLM provides the ability to generate these three files.

The three files generated from CLM are integrated with EDA through DoD's electronic business environment, the Global EXchange Services (GEX). The GEX provides broker and mediation service between government agencies, commercial industry, and government systems. It is the GEX that enforces the file validations and ensure that the data is acceptable to be passed to EDA.

For more information on setting up EDA, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

Receiving

Key Features of Receiving

The following are the key features of Receiving:

Centralized Purchasing for Multiple Receiving Organizations

Purchasing provides complete centralized procurement support. You can leverage your purchasing power by consolidating the requirements from different plants, warehouses, and office sites; yet retain receiving support. You can define separate, autonomous receiving organizations for each of these sites.

Use the Change Organization window to select your receiving organization. With the Receipts window, you can receive goods only for your current organization. The current organization code is displayed in the title bar of the Receipts window. For supplier shipments, you specify the receiving organization on the purchase order shipment. For intransit inventory shipments, you specify the receiving organization when you create the intransit shipment. All other receiving windows can access receiving only in your current organization. You also must deliver to the same organization in which you received the goods. Use the Manage Shipments window to update intransit information to provide accurate expected delivery date information to better plan your production processes.

Receiving Locations

Receiving locations are designated areas in which you temporarily store items before you deliver them to their final destinations. Your receiving dock and the area in which items are inspected are receiving locations. Receiving locations are not required when the routing is Direct Receipt, when you are delivering goods to their final locations. However, when the routing is Standard Receipt, you initially receive the items into a receiving location, and you must specify the receiving location. If the routing is Inspection Required, you could transfer the items to an inspection location before delivering them to their destination. If necessary, you can create additional receiving

locations, such as a cold storage area where items can be held pending inspection.

Receipt Tolerances

You may want to allow over-receipts on items that you use frequently within your organization, and you can prevent misallocation of shipments to incorrect destinations by setting tolerance levels and the control action. You can over-receive for a particular item if the over-receipt quantity is within tolerance, and you can set the control action to allow all over-receipts, permit over-receipts outside the tolerance but issue a warning message, or reject over-receipts outside the tolerance.

Example: You order 100 boxes of shelf braces and indicate on the purchase order that this order requires a receipt. You decide to relax the restriction on the receiving tolerance for shelves since shelves are a low cost/high turnover item. You define the receiving tolerance level for shelves to be 10% but choose to allow receipts over this tolerance level after displaying a warning.

At the receiving dock, the receiving agent receives 111 boxes of shelf braces and enters a receipt for all of them. The receiving agent can accept them all because your system setup allows receipt over tolerance for this item.

Later, you determine that you are not using all the shelf braces you had predicted, and you decide to change the tolerance level to 3% and to not allow receipts over tolerance. In the next shipment, you receive another 111 boxes of shelf braces. Again, the purchase order was for 100 boxes. The receiving agent attempts to receive 111, but Purchasing displays an error message stating that the receipt quantity is over tolerance and does not let the receiving agent record the over receipt. So, this time the receiving agent can receive only 103 and must reject the additional 8.

Debit Memos

You can automatically generate debit memos for Return To Supplier transactions if an invoice has been created. To enable this functionality, enable the supplier site as a Pay Site (or indicate an Alternate Pay Site) and select Create Debit Memo from RTS Transaction in the Supplier Sites window. See: *Entering Supplier Information, Oracle iSupplier Portal Implementation Guide*. When you create the return, make sure the Create Debit Memo Option is selected in the Returns window. Once you enable this functionality, a debit memo is created for each return line you enter in the Returns window.

- The debit memo number contains the original receipt number. Self-Billing Invoice numbering affects debit memos.
- The debit memo is dated with the return transaction date. If this date does not fall within an open period in Oracle Payables, the date defaults to the first open date available in Payables.
- The payment schedule on the debit memo is based on the purchase order payment

terms (in the Terms and Conditions window) and the invoice terms defined in Payables.

- The debit memo is calculated by multiplying the returned quantity by the purchase order item unit price. If the purchase order is in a foreign currency, and you perform invoice matching to receipts, Purchasing uses the currency conversion rate at the time of receipt to calculate the unit price.
- The debit memo does not include tax and freight charges.
- If the unit of measure (UOM) on the return in the Returns window differs from the purchase order UOM, Purchasing restates the return quantity on the debit memo in terms of the purchase order UOM.
- If an Advance Shipment Notice (ASN) or an ASN with billing information (ASBN) exists for the receipt, the unit price from the ASN or ASBN is used.
- Purchasing does not automatically include corrections to returns in debit memos; in this case, you need to adjust the debit memo manually. See: *Entering Debit/Credit Memos, Oracle Payables User's Guide*. Purchasing does not create debit memos for returns against unordered receipts.
- If an invoice has not yet been created for the receiving transaction or if Payment on Receipt already accounted for the return using the Aging Period functionality, a debit memo will not be created. Whenever a debit memo cannot be created, you will receive a notification in the Notifications Summary window.
- Similarly, the Aging Period functionality in Payment on Receipt does not include returns for which a debit memo was already created, so that duplicate debits are not made.
- You can match the debit memo to the purchase order or receipt. See: *Matching Credit/Debit Memos in the Invoices chapter/section of the Oracle Payables User's Guide*.

Advance Shipment Notices (ASNs)

An Advance Shipment Notice (ASN) is transmitted using Electronic Data Interchange (EDI) or Extensible Markup Language (XML) from a supplier to let the receiving organization know that a shipment is coming. The ASN contains details including shipment date, time, and identification number; packing slip data; freight information; item detail including cumulative received quantities; country of origin; purchase order number; and returnable container information.

Suppliers can create ASNs that have a quantity up to the funded quantity of the purchase order if the Partial Funded flag is selected.

Once an ASN is successfully validated, you can use it in the Receipts window to create

receipts, reducing data entry time. (A validated ASN is one that contains no errors during data validation in the Receiving Open Interface.)

Suppliers can also send ASNs with billing information. These contain the same information as ASNs plus invoice and tax information. Once an ASN with billing information (also known as an ASBN) is validated in the receiving open interface and imported into Purchasing, an invoice for the shipment is created automatically. A supplier creates an ASN based on the demand conveyed by the purchasing organization's Purchase Order, Planning Schedule, or Shipping Schedule. If Purchasing detects errors or discrepancies in the ASN at any time, from the time the ASN is sent to the time it is entered as received, an Application Advice, transmitted via EDI, is sent automatically to the supplier. The supplier can then send a corrected ASN. You can view or cancel an accepted ASN as an intransit shipment in the Manage Shipments window.

You can match invoices to receipts created from ASNs. You can also match ASBN invoices to receipts.

ASN Process

A shipment authorization is made to the supplier in the form of a Purchase Order, Planning Schedule, or Shipping Schedule.

The supplier sends the ASN to the receiving organization at the time of shipment.

The ASN is verified in the Receiving Open Interface. Intransit and purchasing supplies are updated for ASN lines that are successfully validated. For each accepted line on the ASN, intransit supply is increased and purchasing supply is reduced. If the data isn't accepted or if there is an error or discrepancy in the data, an Application Advice, containing the most likely cause of the error, is sent to the supplier. The supplier can then send a corrected (New) ASN.

The goods arrive. You can use the ASN in the Receipts window to create receipts.

Shipment-vs.-receipt quantities are compared during the receipt transaction process.

Types of ASNs

There are three types of ASNs:

- A New ASN is the initial ASN. An ASN can also contain substitute item information. To accurately handle substitutions, the supplier must indicate both the buyer's original item number and the buyer's substitute item number on the ASN. With both identifiers available, substitutes can be validated as allowed, and a valid substitute item is referenced against valid purchasing document information.
- A Cancellation ASN, once validated, cancels the original (New) ASN if the original (New) ASN has not yet had a receipt created against it. The shipment number on the Cancellation ASN is matched to the shipment number on the validated, original (New) ASN.

- A Test ASN is sent by the supplier usually to make sure the ASN transmission works between you and your supplier. A Test ASN is verified as if it were a New ASN and generates an outbound Application Advice if necessary. A Test ASN is not available for creating a receipt against it and is not visible as inbound supply. Note: A validated ASN, as described above, is one that contains no errors during data validation in the Receiving Open Interface.

Receipts

Finding Expected Receipts

Use the Find Expected Receipts window to find source documents for which you can enter receipts. Use the Supplier and Internal tabbed region to search for CLM documents. An Operating Unit is a mandatory field. Enter one or multiple search criteria for finding the CLM document you want to receive. Select one or more of the criteria in the following tabs to find the CLM document: Item, Date Ranges, Shipments, Destination.

Click Find to search for the document you want to receive goods against. Click Clear to clear the previous search criteria you may have entered and start afresh.

Entering Receipt Header Information

Use the Receipt Header window to enter header information for all types of receipts.

Note: If you are entering a receipt against an Advance Shipment Notice (ASN), the header information may already be entered for you if the supplier sending the ASN provided that information.

To enter receipt header information:

1. Navigate to the Receipt Header window. Purchasing opens this window when you select Find or Unordered in the Find Expected Receipts window. You can also get to this window by selecting the Header button in the Receipts window.
2. Enter the Receipt number. If automatic receipt numbering is enabled, this field is not enterable when you are creating a new receipt. Purchasing displays the receipt number if the shipment has been partially received.
3. Enter the Receipt date.
4. Enter the Shipment number.
5. Enter the Shipped Date.

6. Enter the Packing Slip number.
7. Enter the Waybill/Airbill number.
8. Enter the Freight Carrier. See: Defining Freight Carriers, *Oracle Shipping Execution Guide*.

Note: Only the active freight carriers are displayed.

9. Enter the Bill of Lading.
10. Enter the number of Containers.
11. Enter the Received By person.
12. Enter the Supplier or Customer. For supplier-sourced shipments, this is the supplier. For inventory-sourced shipments, this is the organization. If the field says Customer, this is the customer returning an item ordered from your company.
13. Enter Comments.
14. Navigate to the Receipts window.

Note: You can save the header separately from the lines except for ASN receipts.

To add lines to an existing receipt:

Select the Add To Receipt button to open a list of values showing the receipts to which you can add lines. When you select the receipt to add to, Purchasing displays values from that receipt in the remaining header fields. You can also change the date when the action is Add To Receipt.

Receiving Funded Lines

When creating a receipt, for a partially funded shipment, a validation is carried out to ensure that the over-receipt must be restricted to Quantity Funded value for Quantity based lines and Amount Funded value for Amount based lines. The Quantity Funded and Amount Funded fields are defined in the awards shipment distribution; the existing Over Receipt Tolerance is ignored for Partially funded CLM Award shipments. The supplier can supply, or the receiving clerk can receive quantity only up to the funded quantity, even though the award line shipment distribution may have more quantity than the funded quantity/amount. For a Fully funded CLM award shipment, over Receipt Tolerances are still applicable

Receiving Option Lines

You can receive Option Line Items only if the Option line is exercised and funded.

Receiving considerations in CLM

The following lines cannot be received:

- Informational Lines
- Amount based lines with Cost constraint values of No Charge or Not Separately Priced

Entering Receipt Lines

1. Purchasing opens the Receipts window and displays all shipments that meet the search criteria when you choose the Find button in the Find Expected Receipts window. Only funded lines that meet the search criteria are displayed in the Find Expected Receipts window. Information lines are not seen in this window. If an option line is not exercised, the Find Expected Receipts window does not display it in the search results.

In the lower part of the screen, Purchasing displays the following detail information for the current shipment line: Order Type, Order Number, the Supplier shipping the item or the Customer returning the item, Due Date, Item Description, Hazard class, Destination, UN Number, Header Receiver Note (from order document header), Shipment Receiver Note, and Routing.

2. Select the line you want to receive.

If the line you select contains information in the ASN Type field, then an Advance Shipment Notice (ASN) exists for that shipment. (You can set an ASN Control option in the Receiving Options window to prevent you from receiving against a purchase order shipment for which an ASN exists.)

3. Purchasing displays the Quantity due for the shipment. If you change the unit of measure, the receipt quantity is adjusted to reflect the new unit of measure. You can override this value if you are recording a partial receipt or an over-receipt. Depending on your receiving options, Purchasing either ignores over-receipts, displays a warning message when you try to receive more items than you ordered, or prevents you from receiving quantities over your receipt tolerance. If you specify blind receiving at the system option level, Purchasing neither performs over-receipt checking nor displays a Quantity To Receive. If you have fully received a shipment, the receipt quantity displayed is zero, but over-receipt checking will reveal whether you have exceeded the over-receipt tolerance on this shipment. The information described above applies to an ASN line as well as a purchase order shipment line. If

you try to receive a quantity that is more than the quantity that has been funded, an error message is displayed and you are not allowed to proceed with the receiving of the items in case of Partially funded PO shipments. Please note that non-funded lines are not displayed for receiving.

The information described above applies to an ASN line as well as a purchase order shipment line.

If you try to receive a quantity that is more than the quantity that has been funded, an error message is displayed and you are not allowed to proceed with the receiving of the items in case of partially funded PO shipments. Please note that non-funded lines are not displayed for receiving.

The quantity received on the corresponding award or return material authorization (RMA) is updated to reflect the received quantity.

4. Enter the UOM of the item you are receiving.
5. Enter the Destination Type: Receiving, Expense, Inventory, or Shop Floor. This determines the final destination of the received items.
6. If the item is under revision control, you must enter a Revision.
7. Enter the receiving Location.
8. Enter the Requestor.
9. For the Inventory destination type, enter the Subinventory into which the goods will be delivered.
10. When the destination type is Inventory and when the item and/or the subinventory have locator control enabled, enter the stock Locator.
11. Optionally choose or change the Country of Origin.
12. If the line is funded, you cannot receive an amount or quantity which is more than the funded amount or quantity.
13. Option lines cannot be received unless they are exercised and funded.

To enter receipt line detail information:

1. Navigate to the Details tabbed region.
2. Enter the Packing Slip number.
3. Enter the Supplier Lot number.
4. Enter the transaction Reason Code. See: Defining Transaction Reasons, Oracle

Inventory User's Guide.

5. Enter any comments.
6. Select Receipt Exception if you want to enter a release exception for this receipt.

To modify exchange rate information:

1. Navigate to the Currency tabbed region. You can update exchange rate information on the receipt only if you perform invoice-to-receipt matching (an Invoice Match Option of Receipt is chosen for the shipment in the purchase order Shipments window). These fields are blank and disabled if there is no exchange rate—that is, if the purchase order is not in a foreign currency.
2. Modify the Rate Date. If the Invoice Match Option on the purchase order shipment is Purchase Order, the default is the purchase order creation date, and you cannot change it. If the Invoice Match Option is Receipt, the default is today's date. You can change the Rate Date to one that better captures the cost of the item at the appropriate exchange rate. For example, if you are creating a receipt for an item that was actually received into inventory a few days earlier, you could enter the earlier date to apply the rate from that day. You can enter a different Rate Date for different receipt lines. For User rate types, changing the Rate Date does not affect the Rate. Once you complete the receipt transaction, you cannot correct this exchange rate information later.
3. If the Rate Type is User and the profile option PO: Allow Rate Override for User Rate Type is set to Yes, optionally modify the Rate. The Rate defaults from the purchase order.

Note: The Currency and the Rate Type also default from the purchase order, but cannot be changed.

To view order information:

Navigate to the Order Information tabbed region to view the following information for the shipment: Order Type, Number, Release number, order Line number, Shipment number, Project, Task, Kanban Card Number, Charge Account, Supplier, Quantity Ordered, UOM, Due Date, Supplier Item number, Customer Item number, Manufacturer Name, and Source Inspected.

To view outside processing information:

Navigate to the Outside Services tabbed region to view the Job or repetitive Schedule number, the repetitive schedule Line number, the Operation Sequence, and the Department number.

To view shipment (ASN) information:

Navigate to the Shipment Information tabbed region to view information from the Advance Shipment Notice (ASN), if one exists for the shipment.

To cascade quantities across shipments and distributions:

If you specified a Supplier and Item in the Find Expected Receipts window, and if Allow Cascade Transactions is selected in the Receiving Options window, choose the Cascade button.

To perform an express receipt:

Select the Express button to perform an express receipt.

Cascading Receipts and Receiving Transactions

The Cascade function facilitates the distribution of a given quantity of an item from a single supplier across multiple shipments and distributions. This function is available in the Receipts window if you have specified a Supplier and Item in the Find Expected Receipts window and if Allow Cascade Transactions is enabled in the Receiving Options window. In the Receiving Transactions window, the cascade function is available for deliveries if you have specified an Item in the Find Receiving Transactions window. Performing any manual transaction in a line disables the Cascade button, and it is not enabled until you have again selected the Find button in the appropriate Find window.

When you select the Cascade button, Purchasing displays the Cascade Details window in which you must enter the cascade quantity and the unit of measure. When you select the OK button, the cascade process begins.

The process starts at the first displayed line and allocates the supply available to receive/deliver to that line from the cascade quantity you entered. The process continues to the next line and again allocates the quantity available to receive/deliver, continuing until either the process reaches the last queried line or the funded quantity is exhausted. Since the lines are displayed in order by promised date/need-by date, the process operates as a First In/First Out procedure. If you entered a cascade quantity larger than the funded quantity available, Purchasing displays a dialog window explaining that the process could allocate only so many. If the funded quantity available is greater than the cascade quantity, the last receipt/delivery may be partial. To clearly indicate that the cascade quantity has been exhausted, Purchasing displays a transaction quantity of 0 for the remaining lines. The cascade function does not modify any destination information; it uses the information defined by the routing and defaulted from the shipment.

If a given shipment line has multiple distributions and the default routing for that line is direct receipt, the cascade process explodes the line and allocates the quantity available on the shipment line to the component distributions based on the supply

available for the distribution. If you have over distributed a given line, Purchasing allocates all remaining supply for the shipment to the last distribution. If you have over delivered the transactions with prior receipts or transactions, then the process may fill the lines with undesired values, but you can reallocate in this situation once the cascade process is complete.

Record validation is disabled during the cascade process to facilitate the running of the process, but all lines are validated when you save them. Quantities are applied to lines in the expectation that you will transact the line as the default routing intended. However, you can manually override these values.

Express Receipts and Receiving Transactions

The express function is a quick method of entering receipts and receiving transactions. This function is available in the Receipts window if you have specified or inferred a source in the Find Expected Receipts window. (The source would be inferred if you entered, for example, a purchase order number.) In the Receiving Transactions window, the express function is available for deliveries regardless of your search criteria in the Find Receiving Transactions window. Performing any manual action in a line disables the Express button, and it is not enabled until you have again selected the Find button. When you select the Express button in the Receipts window, Purchasing displays the Express Details window in which you must enter the destination: Final Destination or Receiving location. Note that this action is dependent on the profile RCV: Allow Routing Override. When you select the OK button in the Express Details window, all lines are selected and the Express button changes to Unexpress. When you select the Express button in the Receiving Transactions window, all lines are selected and the Express button changes to Unexpress. In either case, you can select the Unexpress button to return to manual mode. Otherwise, you can deselect lines to omit them from express processing and then save your work to initiate express processing.

- You cannot perform data collection using Oracle Quality when you select the Express button in the Receiving Transactions window.
- Express receiving does not support entering Descriptive Flexfield segment values.

The express processor performs validation and rejects lines based on the following criteria:

- the item revision/subinventory/locator is required and not obtainable as a default from the item definition and the destination is Final
- the early/late receipt date tolerance is exceeded and the exception control is Reject
- lot/serial information is required
- ship-to location is not available and the destination is Receiving
- location is not available for Expense destination type and the destination is Final

Destination

- purchase order supplier and receipt header supplier do not match
- other receipts are pending for the specified shipment
- The quantity defaults upto the funded quantity in case the line is partially funded.

When validation processing is complete, Purchasing displays a dialog telling you how many lines passed validation and how many failed and are still available to receive manually.

Entering Express Receipts

Use the Receipts window to enter express receipts.

To find source documents:

1. Navigate to the Find Expected Receipts window.
2. Enter search criteria to find the source documents for which you want to enter express receipts. You must include the supplier or organization in the source criteria.
3. Select the Find button to display the Receipts window with line(s) available for receipt displayed in the Lines tabbed region.

To enter express receipts:

1. Select the Express button to open the Express Details window.
2. Select the Destination Type: Final Destination or Receiving location.
3. Select the OK button. This changes the Express button to Unexpress and selects all the lines for express receipt.
4. Optionally deselect individual lines to omit them from the express receipt.
5. Save your work to begin express receipt validation processing.

Returns

Purchasing allows you to perform returns to suppliers and returns to customers in the Receiving Returns window.

Use the Receiving Returns window to return delivered items to receiving and to return received or delivered externally sourced items to the supplier if the purchase order has neither been cancelled nor final closed. For controlled items, you must specify lot numbers, serial numbers or locators, as appropriate. If the Quality module is installed, you can enter quality information.

Use the Receiving Returns window to return items back to a customer. For example, a customer returns to your company a part that does not work properly. You receive and fix the part, then return the part to the customer.

When you are entering a return, the first step is to identify the purchase order or return material authorization (RMA) number and/or item that you want to return. You can choose among various selection criteria when searching for items in the Find Returns window. Use the Supplier and Internal tabbed region to search for receipts created against external suppliers. Use the Customer tabbed region to search for receipts created for customer returns to your company.

You can return to the supplier or customer unordered receipts that have not been matched.

To return items to receiving, enter the return quantity in the Receiving Returns window. If you originally performed a direct receipt, you must specify a Return To receiving location. Otherwise, Purchasing routes all returned items to the receiving location from which you delivered them. For Inventory (but not Expense or Shop Floor) deliveries, you can update the Return From subinventory. You can also optionally specify additional return information such as Reason Code and RMA number (the number your supplier issues to you to track your return to the supplier).

To return items to the supplier or customer, enter the return quantity in the Receiving Returns window. Purchasing provides the source supplier or customer for the items. For Inventory (but not Expense or Shop Floor) deliveries, you can update the Return From subinventory. You can also optionally specify additional return information such as Reason Code and RMA number (the number your supplier issues to you to track your return to the supplier). When you return items to the supplier or customer, Purchasing creates both a Return To Receiving and a Return To Supplier transaction. Purchasing also reopens the associated purchase order for the return quantity by reducing the original receipt quantity. For customer returns, if you return the item back to the customer, Purchasing updates the RMA to reflect the returned quantity. You can automatically generate debit memos for Return To Supplier transactions once an invoice has been created. When you create the return make sure the Create Debit Memo option is selected. To enable this functionality, enable the supplier site as a Pay Site (or indicate an Alternate Pay Site) and select Create Debit Memo from RTS Transaction in the Supplier Sites window.

Entering Returns

Use the Receiving Returns window to enter returns against receipts, deliveries, transfers, acceptances, and rejections.

To enter returns:

1. Navigate to the Find Returns window by selecting Returns on the menu. Enter search criteria and click Find.

The Receiving Returns window appears. In the Transactions tabbed region of this

window, Purchasing displays transactions that meet your search criteria. The Order Information tabbed region displays information about the purchase order against which the receipt was made. The Outside Services tabbed region displays pertinent information for outside processing receipts.

2. Enter the return Quantity. Purchasing selects the line and places a check in the line selector checkbox.

For Return To Supplier transactions, Purchasing reopens the associated purchase order for the return quantity by reducing the original receipt quantity. For customer returns that you return back to the customer, Purchasing updates the RMA to reflect the returned quantity.

3. Enter the Return Unit of Measure. Purchasing displays the unit of measure conversion.
4. Note that Create Debit Memo is selected if Create Debit Memo from RTS Transaction is selected for this supplier site in the Supplier Sites window. If Create Debit Memos is selected, Purchasing creates a debit memo for the returned quantity once you save the transaction. You can then view or edit the debit memo in Payables. Debit memo creation is enabled for Return to Supplier transactions only. If you do not want a debit memo to be created automatically for this transaction, deselect this option.

If you enter a return and an invoice has not yet been created for the original receipt, or if Payment on Receipt already accounted for the return using the Aging Period functionality, Purchasing does not create a debit memo. You will receive a notification in the Notifications Summary window for any debit memo that could not be created. Purchasing does not create debit memos for returns against unordered receipts. Tax or freight is not included in the debit memo amount.

5. In the Transactions tabbed region, you can update the RMA Number used by your supplier for returns to that supplier. For Inventory (but not Expense or Shop Floor) deliveries, you can update the Return From subinventory.

Important: The RMA number in the Customer tabbed region of the Find Returns window is the number you and your customer use to track returns to you. The RMA number here is the number you and your supplier use to track your return to the supplier.

6. In the Details tabbed region, you can enter a Reason Code, update the Transaction Date, and view whether a Receipt Exception has been placed.

Corrections

Use the Receiving Corrections window to modify receiving transactions to correct

errors. You can correct receiving transactions other than another Correction transaction or an internal shipment delivered to inventory. For controlled items, you must specify lot and/or serial numbers, as appropriate. For corrections to customer return transactions, the return material authorization (RMA) in Order Management is updated to reflect the new quantity.

When you are entering a correction, the first step is using the Find Corrections window to identify the transaction that you want to correct.

You can enter positive or negative corrections to any receiving transaction. For positive corrections on receipt or positive corrections on deliver, you can make the corrections in the quantity as long as they do not exceed the funded quantity. Additionally, for partially funded lines, the corrections can be performed only up to the partial funded quantity. For fully funded lines, you can make corrections up to the funded quantity plus the tolerances quantity at the shipment level.

You can also make corrections to quantities that you return to a supplier. For example, you receive 100 items, and you use a Return To Supplier transaction to return 10 items to the supplier because they were damaged. Then you realize that only 9 items were damaged. This means that, in the Corrections window, you must enter a correction of -1 for the Return to Supplier transaction. Purchasing moves the item from the supplier to your receiving supply. If you additionally want to move the item from your receiving supply to your on-hand supply, you must additionally enter a correction of +1 for the Return to Receiving transaction.

Entering Corrections

Use the Receiving Corrections window to record correction transactions against prior receiving transactions.

1. Navigate to the Receiving Corrections window by selecting the Find button in the Find Corrections window.

If your selection criteria produce any transactions, the Transaction Type (Expense, Inventory, Shop Floor, or Receiving), Quantity, Destination, Item, Revision, and Item Description are displayed in the Transactions tabbed region. The Order Type, Order number, the Supplier or internal organization shipping the item or the Customer returning the item, and the Due Date are displayed in the Order Information region. The Item Description, Hazard Class, Destination, UN Number, Receiver Note, and Routing for the current line are displayed in the lower part of the window.

2. Use the remaining tabbed regions to display additional information about the transactions:
 - In the Transactions tabbed region, you can view the following: Destination Type, Item number, Revision number, Item Description, Location, Person, Subinventory, and stock Locator.

- In the Details tabbed region, you can view the following: Packing Slip number, Supplier Lot number, Reason code, Hazard class, and UN Number.
 - In the Currency tabbed region, you can view exchange rate information if the purchase order was created in a foreign currency.
 - In the Order Information tabbed region, you can view the following: Order Type, Order number, Release number, Line number, Shipment number, Supplier or Customer, Quantity Ordered, UOM, and Due Date.
 - In the Outside Services tabbed region, you can view the Job/Schedule, Line, Operation Sequence, and Department.
3. In the Quantity field, enter the positive or negative correction quantity for the current line. Making any entry on the line automatically selects the line. You can also use the line selector to select and deselect lines. You can also make corrections to quantities that you return to a supplier.

Unordered Receipts

You can receive items from a supplier when you do not have a corresponding purchase order but want to receive the items so you can track them on the system while you wait for a buyer to decide which purchase order to use. First receive the items as Unordered Receipts in the Receipts window. You can create a new receipt or add to an existing receipt for the supplier or customer who shipped the unexpected items. Then perform a standard receipt for the unordered item shipment quantity.

Use the Find Unordered Receipts window to find the receipts or RMAs that are available for matching. Then use the Match Unordered Receipts window to specify the purchase order or RMA number, release, line, and shipment schedule to which you want to match the unordered receipt. Purchasing restricts the list of possible matching purchase orders/releases as follows:

- The purchase order must have the same supplier as the unordered receipt (when matching to RMAs, the RMA must have the same customer as the unordered receipt).
- The purchase order cannot be final closed or cancelled.
- The purchase order must have at least one approved shipment in the same organization where you performed the unordered receipt (when matching to RMAs, the receiving organization on the RMA must be the same organization where you performed the unordered receipt).
- Except for receipts for one-time items, the item and the purchasing category on the purchase order (or the item on the RMA) must be the same as the item and

purchasing category on the unordered receipt.

- The purchase order must have a receipt routing of Standard Receipt, Inspection Required, or none (blank). If the purchase order shipment has a routing of Direct Delivery, the profile option RCV: Allow Routing Override must be set to Yes. This routing requirement also applies to RMAs, which use the routing specified in the Receiving Options window.
- When you match unordered receipts with a created purchase order, the receipts can only be upto the funded quantity. If the purchase order lines are partially funded, the unordered quantity can be upto the funded quantity only.

You can match only to approved shipments. If you cannot locate a valid matching document for your unordered receipt, you can modify and approve an existing purchase order/release or you can create and approve a new purchase order. You can then match to this new, approved shipment.

When you choose a shipment or RMA line, Purchasing performs receiving control checks of the quantity received tolerance and due date threshold.

If the RCV: Print Receipt Traveler profile option is set to Yes, receipt travelers are printed automatically when you match unordered receipts.

Entering Unordered Receipts:

1. Select Receipts on the menu to open the Find Expected Receipts window.
2. Choose the appropriate tabbed region. Choose the Supplier and Internal tabbed region to create an unordered receipt that will later be matched to a purchase order or release.
3. Select the Unordered button to open the Receipt Header window
4. Enter receipt header information.
5. Enter receipt line information.
6. Save your work.

To select unordered receipts for matching:

1. Navigate to the Find Unordered Receipts window by selecting Match Unordered Receipts on the menu.
2. Enter any of the following as selection criteria for the receipts you want to match to purchase orders or return material authorizations (RMAs): Receipt Number, Supplier or Customer name, Item, Category, Supplier Item Number, Receiver, Transaction Date, Receiving Location, Item Description.

3. Select the Find button. If your selection criteria produce any receipts for matching, the Item Number, Revision, Category, and Supplier or Customer are displayed in the Unordered Receipts block in the Match Unordered Receipts window. The Receipt Number, Quantity Received, Receiving UOM, Deliver To, Receiver, Item Description, Quantity Ordered, Order UOM, Destination, and Supplier Item Number for the current receipt are displayed in the lower part of the window.

To match unordered receipts:

1. Navigate to the Match Unordered Receipts window by selecting the Find button in the Find Unordered Receipts window.
2. In the Order Information block in the Match Unordered Receipts window, enter a purchase order number in the Order Number field. For customer-returned items (a Customer is displayed rather than a Supplier), enter the return material authorization (RMA) number in the Order Number field. You can also choose List of Values from the tool bar to query the purchase order shipments or RMA lines available to match the current unordered receipt. This displays the Order Number, Release, Line, and Shipment for all shipments appropriate for matching.

Receiving Transactions

You record inspections, deliveries, and material movements within receiving and inspection by entering receiving transactions. These transactions provide a history that allows you to track an item from its source to its destination.

From the time of receipt, many transactions may be required to record the movement of an item through the receiving and inspection process. For example, after being received, an item can be transferred, inspected, and then delivered. To help you keep track of an item within receiving and inspection, these transactions are linked to each other. You can use the Receiving Transaction Summary to view an item's transaction history as if it were a family tree with parent and child transactions. A parent transaction can have one or more child transactions, but a child transaction has only one parent transaction. In the above example, the receipt transaction is the parent of the transfer transaction, while the transfer transaction is the child of the receipt transaction. Purchasing displays parent transaction information to help you determine the status of the item for which you are entering a transaction. For example, if you are about to transfer an item from Receiving Dock 1 to Inspection Area A, you should verify that the parent transaction's location is Receiving Dock 1. Purchasing also displays the parent transaction's unit of measure and available quantity. Available quantity is significant because you cannot enter a quantity for a current transaction that is greater than the parent transaction's available quantity. For example, if you have received 10, you can inspect only up to a quantity of 10. Purchasing also displays the inspection result for a parent transaction if the given material has been accepted or rejected as part of an inspection. For delivery transactions, you must enter lot/serial/locator information for controlled items.

Please note that delivery is allowed upto a maximum of the funded quantity for a corresponding distribution.

Search Criteria

The first step in entering a new receiving transaction is to choose the receipt involved in this transaction. In the Find Receiving Transactions window, you can enter a variety of search criteria such as receipt number, current location, various item details, shipment number, purchase order number, and requisition number. Once you have specified search criteria, Purchasing displays the receipts (and previous transactions) in the Receiving Transactions window for which you can process transactions. Information for receipts is based on information from parent transactions that meet your search criteria.

Entering Receiving Transactions

Use the Receiving Transactions window to enter receiving transactions.

To enter receiving transaction line information:

1. Purchasing opens the Receiving Transactions window and displays all receipts that meet your search criteria when you select the Find button in the Find Receiving Transactions window. In the lower part of the screen, Purchasing displays the following receipt information for the current line: Receipt Number, Order Number, the Supplier or internal organization shipping the item or the Customer returning the item, Parent Type, Description, Inspection, Destination, Current Location, Receiver Note, and Hazard Class.
2. Select the line for which you want to enter a receiving transaction. If a material shortage exists for the item, a message appears. Displaying shortage messages for certain items is a setup option. From the message, you can view details of where in your organization the demand exists for the item. You can then make the item available with a high priority.
3. Purchasing displays the Quantity due for the shipment. If you change the unit of measure, the receipt quantity is adjusted to reflect the new unit of measure.
4. Enter the UOM of the transaction.
5. Enter the Destination Type: Expense, Inventory, Receiving, or Shop Floor. This determines the final destination of the received items.
6. Enter the Location for the transaction.
7. Enter the Person performing the transaction.
8. For Inventory transactions, enter the Subinventory.

9. If the item is under locator control, enter the stock Locator.

To enter receiving transaction detail information:

1. Navigate to the Details tabbed region.
2. Enter the Packing Slip number.
3. Enter the Transaction Date.
4. Enter the Supplier Lot number.
5. Enter the transaction Reason Code.
6. Enter the Hazard class.
7. Enter the UN Number.
8. Select Receipt Exception if you want to enter a release exception for this receipt.

To view order information:

Navigate to the Order Information tabbed region to view the following information for the shipment: Order Type, Number, Release number, order Line number, Shipment number, Supplier, Quantity Ordered, UOM, Due Date, and Supplier Item number.

To view outside processing information:

Navigate to the Outside Services tabbed region to view the Job or repetitive Schedule number, the repetitive schedule Line number, the Operation Sequence, and the Department number.

To enter control number information:

For controlled items, you can select the Lot-Serial button to navigate to the Lot Number and Serial Number windows.

To enter inspection information:

Select the Inspect button to open the Inspection Details window.

To view exchange rate information:

Navigate to the Currency tabbed region. This exchange rate information is based on the receipt. These fields are viewable only.

Inspecting Received Items

Use the Inspection Details window to enter inspection information for received items.

To enter inspection information:

1. Navigate to the Inspection Details window by selecting the Inspect button in the Receiving Transactions window.
2. Select Accept or Reject to describe the action you are taking in a line.
3. Enter the Quantity accepted or rejected. Purchasing displays the uninspected quantity as the default.
4. Enter the UOM for the inspected item.
5. Enter the Quality Code.
6. Enter a Reason Code for the transaction.
7. Enter the Supplier Lot number.
8. Enter the Inspection Date. The system date is the default.
9. Enter a Comment.
10. Save your work. Select OK to save your inspection entries and return to the Receiving Transactions window. You can use Inspection to return to this line for additional inspection entries until you have saved your work. After this time, the receipts will no longer be available for inspection.

If you want to enter more inspection results for a receipt after you've saved your work, query the receiving transaction line using the Find Receiving Transactions window, and then enter more inspection results.

Managing Shipments

Use the Manage Shipments window to view and update inventory intransit shipment information. Also use the Manage Shipments window to view or cancel Advance Shipment Notices (ASNs).

You can view a wide variety of information about an inventory intransit shipment, including internal requisition information backing the intransit shipment. You can enter or change selected header information including packing slip and bill of lading numbers, the expected receipt date, the freight carrier, the ship-to location, and the number of containers. You can also enter or change some information at the shipment line level: the packing slip number, receipt routing, and reason code.

For an ASN, you can also view a wide variety of information, including truck and container numbers. You can also cancel an ASN by choosing Cancel from the Tools menu (The supplier can also send a Cancellation ASN). For more information on ASNs, please refer to the *iSupplier Portal User Guide*.

To select shipments:

1. Navigate to the Find Intransit Shipments window.
2. Enter any of the following as selection criteria: Purchase Order or Requisition number, requisition Line number, ASN Shipment number, Supplier, Supplier Site and Receiving Location. In the tabbed regions in the lower part of the screen, you can specify additional selection criteria for the item, and date ranges.
3. Select the Find button to move to the Manage Shipments window.

To manage shipments:

1. Navigate to the Manage Shipments window. In this window Purchasing displays Shipment Header information for the first shipment that meets the criteria. Use the down arrow on your keyboard to display information for subsequent shipments that meet your search criteria.
2. You can maintain data only in the following Shipment Header fields: Expected Receipt Date, Bill of Lading, Freight Carrier, Packing Slip, Ship-to Location, Number of Containers, and Comments.
3. In the Shipment Lines region, only the item Revision, stock Locator, Packing Slip, Comments, Transaction Reason Code, and Receipt Routing are maintainable.

To cancel an Advanced Shipment Notice:

Select the shipment line and choose Cancel from the Tools menu.

Transaction Status Information

Finding Transaction Status Information

Use the Find Transaction Status window to access the Transaction Status window. You can use this window to review pending transactions before they are processed by the Receiving Transaction Processor. Use the Supplier and Internal tabbed region to search against Purchasing documents.

Viewing Transaction Status Information

1. Navigate to the Transaction Statuses window.
2. In the Transactions region you can view: Transaction Type, Processing Mode, Transaction Status, Item, Rev, Item Description, Destination Type, Location, Person, Subinventory, Locator, Secondary UOM, and Secondary Quantity.

3. In the Details region you can view: Transaction Date, Reason, Comments, Packing Slip, Supplier Lot, Hazard, UN Number, and Receipt Exception.
4. In the Order Information region you can view: Order Type, Order Num, Rel, Line, Shipment, Project, Task, Charge Account, Kanban Card Number, Supplier, Qty Ordered, UOM, and Due Date.
5. In the Order Processing region you can view: Job/Schedule, Line, Operation Sequence, and Department.

Overview

The seeded reports listed below are available in CLM. If these reports need to be customized to suit individual agency needs, they can be modified by implementers.

In addition, implementers can create new reports using the following tools: Oracle Business Intelligence Publisher or Oracle Business Intelligence - Enterprise Edition (OBIEE).

FPDS Compliance Report

This report lists all the contract actions (awards, IDVs, modifications) that have not been reported to the Federal Procurement Data System-Next Generation (FPDS-NG) site.

Report Submission

In the Submit Requests window, select FPDS Compliance in the Name field.

Parameters

Operating Unit

You can select one operating unit at a time from the Operating Unit LOV for generating the report based on operating units you have access to.

Reporting Status

The values you can select from the Reporting Status LOV are: All, Reported, Not Reported.

Date From

Select a Date From date to specify the date range.

Date To

Select a Date To date to specify the date range.

Related Topics

Federal Procurement Data Systems-Next Generation (FPDS-NG) chapter in this guide.

CCR Compliance Report

This report lists those documents that have not been awarded to vendors who are not active with CCR based on the following criteria:

- If the associated Vendor's CCR Registration was inactive at the time of award creation and an exception reason is not selected in the CCR Exception Reason LOV.
- If the associated Vendor's CCR Registration was inactive / non-CCR Vendor at the time of award creation and an exception reason was provided in the CCR Exception Reason LOV.

Report Submission

In the Submit Requests window, select CCR Compliance in the Name field.

Parameters

Operating Unit

You can select one operating unit at a time from the Operating Unit LOV for generating the report based on operating units you have access to.

Issue Office

The report output shall be grouped by Issuing Office. If the Issuing Office is not selected, the report displays information for all Issuing Offices for an Operating Unit. The Issue Office LOV lists only Location Code and Location Name.

Date From

Select a Date From date to specify the date range.

Date To

Select a Date To date to specify the date range.

Awards by COTR Report

This report displays all the awards that have been assigned to a Contracting Office Technical Representative (COTR).

Report Submission

In the Submit Requests window, select Awards by COTR in the Name field.

Parameters

Operating Unit

You can select one operating unit at a time from the Operating Unit LOV for generating the report based on operating units you have access to.

COTR

If you do not select a value from the COTR LOV, then the report displays awards for all COTRs in an operating unit. The report output is grouped by COTR name, if selected from the COTR LOV.

Date From

Select a Date From date to specify the date range.

Date To

Select a Date To date to specify the date range.

Awards by Status Report

This report displays all the awards, the status of the awards, and funding details of the awards based on search criteria you select from the Parameters window.

Report Submission

In the Submit Requests window, select Awards by Status in the Name field.

Parameters

Operating Unit

You can select one operating unit at a time from the Operating Unit LOV for generating the report based on operating units you have access to.

Issue Office

If you do not select an Issuing Office from the Issue Office LOV, the report display information for all Issuing Offices for an operating unit. If you select an Issuing Office, the Location Name and Location Code fields and their values are displayed in the report.

Document Number From

Select a Document Number from the LOV.

Document Number To

Select a Document Number from the LOV.

Date From

Select a Date From date to specify the date range.

Date To

Select a Date To date to specify the date range.

Windows/Pages and Navigation Paths

Buyer Work Center

1. (N) CLM Purchasing Super User > Buyer Work Center

Requisitions

1. Buyer Work Center > (H) Requisitions

Views

1. Buyer Work Center > (H) Requisitions > (T) Requisitions > (ST) Demand Workbench > Views

View Requisitions using the following seeded Views

1. Buyer Work Center > (T) Requisitions >> (ST) Demand Workbench > Views > View
 - My Requisitions
 - My Requisitions of Goods
 - My Requisitions of Services
 - My Requisitions Requiring a Solicitation
 - My Requisitions Requiring a New Supplier
 - My Requisitions Requiring a Suggested Supplier

- My Urgent Requisitions
- Unassigned Requisitions

Personalize Views

1. Buyer Work Center > (T) Requisitions > (ST) Demand Workbench > Views > (B) Personalize

Search requisitions

1. Buyer Work Center > (T) Requisitions > (ST) Demand Workbench > (B) Search

Create Award using Document Builder

1. Buyer Work Center > (T) Requisitions > (ST) Demand Workbench > Document Builder > (LOV) New Award
2. Select a requisition and click (B) Add.

Add Funds to Modification from Requisition Line

1. Buyer Work Center > (T) Requisitions > (ST) Demand Workbench > Document Builder > (LOV) Add Funds to Modification
2. Select one or more requisition lines and click (B) Add.

Create solicitation using Document Builder

1. Buyer Work Center > (T) Requisitions > (ST) Demand Workbench > Document Builder > (LOV) New Solicitation
2. Select a requisition and click (B) Add.

Requisition Summary

1. Buyer Work Center > (T) Requisitions > (ST) Summary

Requisition Summary Requests

1. Buyer Work Center > (T) Requisitions > (ST) Summary > (ST) Requests

Requisition Summary Lines

1. Buyer Work Center > (T) Requisitions > (ST) Summary > (ST) Lines

Requisition Summary Distributions

1. Buyer Work Center > (T) Requisitions > (ST) Summary > (ST) Distributions

Requisition Amendments

1. Buyer Work Center > (T) Requisitions > (ST) Amendments

Search for Requisition Amendments

1. Buyer Work Center > (T) Requisitions > (ST) Amendments > Search > (B) Go

Review and Implement Requisition Amendments

1. Buyer Work Center > (T) Requisitions > (ST) Amendments > (B) Review and Implement

Create New Workload Assignment

1. Buyer Work Center > (T) Requisitions > (LOV) Workload Assignment > Select Create New Assignment

Add to Existing Workload Assignment

1. Buyer Work Center > (T) Requisitions > (LOV) Workload Assignment > Select Add to Existing Assignment

Remove selected lines from Workload Assignment

1. Buyer Work Center > (T) Requisitions > select one or more requisition lines that have a workload assigned
2. Buyer Work Center > (T) Requisitions > (LOV) Workload Assignment > Select Remove Lines from Assignment

Awards

1. (N) Purchasing > Buyer Work Center > (T) Awards

View Awards using the following seeded Views

1. Buyer Work Center > (T) Awards > (ST) Headers > Views
 - My In Process Awards
 - My Incomplete Awards
 - My Open Awards
 - My Awards with Rejected Acknowledgement

Actions on Awards

1. Buyer Work Center > (T) Awards > (ST) Header > Views
2. Select a View and then select an Action from the Select Award LOV.

Update FPDS-NG Reporting Information

1. Buyer Work Center > (T) Awards > (ST) Header > Views
2. Select a View, select an award, and then select the Update FPDS-NG Reporting Information action from the Select Award LOV.

Update without Modification

1. Buyer Work Center > (T) Awards > (ST) Header > Views

2. Select a View and then select the Update without Modification action from the Select Award LOV.

Closeout of Awards

1. Buyer Work Center > (T) Awards > (ST) Header > Views
2. Select a View, select an approved Award and then select the Closeout action from the Select Award LOV.

Reopen a Closed Out Award

1. Buyer Work Center > (T) Awards > (ST) Header > Views
2. Select a View, select an Award with a status of Closed Out and then select the Reopen action from the Select Award LOV.

Personalize Awards

1. Buyer Work Center > (T) Awards > (ST) Header > (B) Personalize

Export Awards

1. Buyer Work Center > (T) Awards > (ST) Header > (B) Export

View Modifications

1. Buyer Work Center > (H) Awards > (ST) Modifications

Or:

1. Buyer Work Center > (H) IDVs > (ST) Modifications

Create Awards

1. Buyer Work Center > (T) Awards > (ST) Headers > (LOV) Create
2. Select a document type and click (B) Go.

Approval Options

1. Buyer Work Center > (T) Awards > (LOV) Create
2. Select an award and then select (B) Approval Options

Or:

1. Buyer Work Center > (T) Awards > (ST) Headers > Views > My Incomplete Awards > (B) Go
2. Select Award LOV > Update > (B) Go
3. Awards > Update page > (B) Approval Options

To add an Adhoc Approver

1. Buyer Work Center > (T) Awards > (LOV) Create
2. Select an award and then select (B) Approval Options
3. Specify the approval details and click (B) Add

Submit Award for Approval

1. Buyer Work Center > (T) Awards > (LOV) Create
2. In the Create page, click (B) Submit

Or:

1. Buyer Work Center > (T) Awards > (ST) Headers > Views > My Incomplete Awards > (B) Go
2. Select Award LOV > Update > (B) Go
3. Awards > Update page > (B) Submit

Add Attachments to Award

1. Buyer Work Center > (T) Awards > (LOV) Create
2. In the Create page (ST) Header or (ST) Lines, click (B) Add Attachments

Header

1. Buyer Work Center > (T) Awards > (LOV) Create > (T) Header

Address and Supplier Details

1. Buyer Work Center > (T) Awards > (LOV) Create > (ST) Address and Supplier Details

Lines

1. Buyer Work Center > (T) Awards > (ST) Lines

Search Lines

1. Buyer Work Center > (T) Awards > (ST) Lines > (B) Search

Add another search criteria using the Add Another LOV

1. Buyer Work Center > (T) Awards > (ST) Lines >
2. Select another search criteria by using the Add Another LOV > (B) Add

Add rows

1. Buyer Work Center > (T) Awards > (ST) Lines > (LOV) Add Lines
2. Click (B) Add 5 rows

Schedules

1. Buyer Work Center > (T) Awards > (ST) Schedules

Search Schedules

1. Buyer Work Center > (T) Awards > (ST) Schedules > (B) Search > (B) Go

Add another search criteria using Add Another LOV

1. Buyer Work Center > (T) Awards > (ST) Schedules
2. Select a value in the Add Another LOV and click (B) Add

Export Schedules

1. Buyer Work Center > (T) Awards > (ST) Schedules > (B) Export

View Schedules

1. Buyer Work Center > (T) Awards > (ST) Schedules > (B) Views

Pay Items

1. Buyer Work Center > (T) Awards > (ST) Pay Items

Search Pay Items

1. Buyer Work Center > (T) Awards > (ST) Pay Items > Search > (B) Go

Add another search item by using Add Another LOV

1. Buyer Work Center > (T) Awards > (ST) Pay Items
2. Select a value in the Add Another LOV and click (B) Add

Export Pay Items

1. Buyer Work Center > (T) Awards > (ST) Pay Items
2. Specify the criteria and click (B) Export

View Pay Items

1. Buyer Work Center > (T) Awards > (ST) Pay Items > (B) Views

Distributions

1. Buyer Work Center > (T) Awards > (ST) Distributions

Search Distributions

1. Buyer Work Center > (T) Awards > (ST) Distributions > Search > (B) Go

Add another search criteria using Add Another LOV

1. Buyer Work Center > (T) Awards > (ST) Distributions
2. Select a value in the Add Another LOV and click (B) Add

Export Distributions

1. Buyer Work Center > (T) Awards > (ST) Distributions
2. Specify the criteria and click (B) Export

View Distributions

1. Buyer Work Center > (T) Awards > (ST) Distributions > (B) Views

Manage Deliverables

1. Buyer Work Center > Requisitions > (T) Deliverables

Search Deliverables

1. Buyer Work Center > Requisitions > (T) Deliverables > Search
2. Specify the criteria and click Go

Negotiations

1. Buyer Work Center > Requisitions > (T) Negotiations

Search Published Negotiations

1. Buyer Work Center > Requisitions > (T) Negotiations
2. Select the criteria and click Go.

For the navigation on tabs and pages related to Negotiations (Solicitations), see Oracle Contract Lifecycle Management for Public Sector Sourcing User Guide.

Suppliers

1. Buyer Work Center > (T) Suppliers

Create Suppliers

1. Buyer Work Center > (T) Suppliers > (B) Create Supplier

Search Suppliers

1. Buyer Work Center > (T) Suppliers
2. Specify the criteria and click (B) Go

IDVs

1. Buyer Work Center > (T) IDVs

Update FPDS-NG Reporting Information

1. Buyer Work Center > (T) IDVs > (ST) Header > Views
2. Select a View, select an IDV and then select the Update FPDS-NG Reporting Information action from the Select IDV LOV.

Update without Modification

1. Buyer Work Center > (T) IDVs > (ST) Header > Views
2. Select a View, select an IDV and then select the Update without Modification action from the Select IDV LOV.

Closeout of IDVs

1. Buyer Work Center > (T) IDVs > (ST) Header > Views
2. Select a View, select an approved IDV and then select the Closeout action from the Select IDV LOV.

Reopen a Closed Out IDV

1. Buyer Work Center > (T) IDVs > (ST) Header > Views
2. Select a View, select an IDV with a status of Closed Out and then select the Reopen action from the Select IDV LOV.

Create IDVs

1. Buyer Work Center > (T) IDVs > (LOV) Create
2. Select a value and click Go.

IDV Header

1. Buyer Work Center > (T) IDVs > (ST) Header

View IDVs using seeded Views

1. Buyer Work Center > (T) IDVs > (ST) Headers > (LOV) View > (B) Go
 - My Incomplete IDV
 - My IDVs with Rejected Acknowledgments
 - My Expiring IDVs

View Modifications

1. Buyer Work Center > (H) IDVs > (ST) Modifications

Personalize IDVs

1. Buyer Work Center > (T) IDVs > (ST) Headers
2. Select an IDV and click (B) Personalize

Search IDVs

1. Buyer Work Center > (T) IDVs > (ST) Headers > Search

Export IDV

1. Buyer Work Center > (T) IDVs > (ST) Headers
2. Select an IDV and click (B) Export

Lines

1. Buyer Work Center > (T) IDVs > (ST) Lines

View Lines

1. Buyer Work Center > (T) IDVs > (ST) Lines > Views

Search Lines

1. Buyer Work Center > (T) IDVs > (ST) Lines

Export Lines

1. Buyer Work Center > (T) IDVs > (ST) Lines
2. Specify the search criteria and click Go.
3. Select the IDV and click (B) Export.

Change or select a receiving organization

1. Receiving > Change Organization > Select a receiving organization from the popup

To find a CLM Award to receive

1. Receipts > Find Expected Receipts > (B) Find

To clear all search criteria

1. Receipts > Find Expected Receipts > (B) Clear

To enter an Unordered Receipt

1. Receipts > Find Expected Receipts > (B) Unordered

To enter Receipt Header

1. Receipts > Find Expected Receipts > (B) Find
2. The search results display the Receipt Header and Receipts (Lines) windows

To enter Receipt Lines

1. Receipts > Find Expected Receipts > (B) Find
2. The search results display the Receipt Header and Receipts (Lines) windows

Find Returns

1. Receiving > Returns > Find Returns > (B) Find

To record Returns

1. Receiving > Returns > Find Returns > (B) Find

Or:

1. The search results display the Receiving Returns window

Find Receiving Transactions

1. Receiving > Receiving Transactions (B) Find

Enter and View Receiving Transactions

1. Receiving > Receiving Transactions (B) Find
2. The search results display the Receiving Transactions window

Enter Cascade Receipts

1. Receiving > Receiving Transactions > (B) Cascade

Enter Express Receipts

1. Receiving > Receiving Transactions > (B) Express

Inspect the received items

1. Receiving > Receiving Transactions > (B) Inspect

Find Corrections

1. Receiving > Corrections (B) Find

Correct received quantity

1. Receiving > Corrections (B) Find
2. The search results display the Receiving Corrections window

Find In-Transit Shipments

1. Receiving > Manage Shipments > Find In-Transit Shipments > (B) Find

Manage Shipments

1. Receiving > Manage Shipments > Find In-Transit Shipments > (B) Find
2. The search results display in the Manage Shipments window

Find Unordered Receipts

1. Receiving > Match Unordered Receipts > Find Unordered Receipts > (B) Find

Match Unordered Receipts

1. Receiving > Match Unordered Receipts > Find Unordered Receipts > (B) Find
2. The search results display in the Match Unordered Receipts window

Find Receiving Transactions Summary

1. Receiving > Receiving Transactions Summary > (B) Find

View the Receiving Transactions Summary

1. Receiving > Receiving Transactions Summary > Find Receiving Transactions > (B) Find
2. The search results display in the Receiving Transaction Summary window

Find Transaction Statuses

1. Receiving > Transaction Statuses > Find Transaction Statuses > (B) Find

View Transaction Statuses

1. Receiving > Transaction Statuses > Find Transaction Statuses > (B) Find
2. The search results display in the Transaction Statuses window

Find Update Movement Statistics

1. Receiving > Update Movement Statistics > Find Movement Statistics > (B) Find

Update Movement Statistics

1. Receiving > Update Movement Statistics > Find Movement Statistics > (B) Find
2. The search results display in the Movement Statistics Summary window

Create FPDS-NG Contract Action Report

1. Select an Award or IDV and then use the action Update FPDS-NG Reporting Information from the Award or IDVs Views page or from any of the tabs of the Award or IDV that have the Actions LOV
2. The FPDS-NG Reporting Information page displays, select a Reporting Method from the Reporting Method LOV (except None or Exempt)
3. Select Create CAR from the Action LOV that appears.

Link FPDS-NG Contract Action Report

1. Select an Award or IDV and then use the action Update FPDS-NG Reporting Information from the Award or IDVs Views page or from any of the tabs of the Award or IDV that have the Actions LOV
2. The FPDS-NG Reporting Information page displays, select a Reporting Method from the Reporting Method LOV (except None or Exempt)
3. Select Link CAR from the Action LOV that appears.

Change Contract Action Report PIID

1. Select an Award or IDV and then use the action Update FPDS-NG Reporting Information from the Award or IDVs Views page or from any of the tabs of the Award or IDV that have the Actions LOV
2. The FPDS-NG Reporting Information page displays, select a Reporting Method from the Reporting Method LOV (except None or Exempt)
3. Select Change PIID from the Action LOV that appears.

View Contract Action Report

1. Select an Award or IDV and then use the action Update FPDS-NG Reporting Information from the Award or IDVs Views page or from any of the tabs of the Award or IDV that have the Actions LOV
2. The FPDS-NG Reporting Information page displays, select a Reporting Method from the Reporting Method LOV (except None or Exempt)
3. Select View CAR from the Action LOV that appears.

Edit Contract Action Report

1. Select an Award or IDV and then use the action Update FPDS-NG Reporting Information from the Award or IDVs Views page or from any of the tabs of the Award or IDV that have the Actions LOV
2. The FPDS-NG Reporting Information page displays, select a Reporting Method from the Reporting Method LOV (except None or Exempt)
3. Select Edit CAR from the Action LOV that appears.

Authenticate Contract Action Report

1. Select an Award or IDV and then use the action Update FPDS-NG Reporting Information from the Award or IDVs Views page or from any of the tabs of the Award or IDV that have the Actions LOV
2. The FPDS-NG Reporting Information page displays, select a Reporting Method from the Reporting Method LOV (except None or Exempt)
3. Select Authenticate CAR from the Action LOV that appears.

Delete Contract Action Report

1. Select an Award or IDV and then use the action Update FPDS-NG Reporting Information from the Award or IDVs Views page or from any of the tabs of the Award or IDV that have the Actions LOV
2. The FPDS-NG Reporting Information page displays, select a Reporting Method from the Reporting Method LOV (except None or Exempt)
3. Select Delete CAR from the Action LOV that appears.

Remove Contract Action Report Link

1. Select an Award or IDV and then use the action Update FPDS-NG Reporting Information from the Award or IDVs Views page or from any of the tabs of the Award or IDV that have the Actions LOV
2. The FPDS-NG Reporting Information page displays, select a Reporting Method from the Reporting Method LOV (except None or Exempt)
3. Select Remove CAR Link from the Action LOV that appears.

Update Data without Modification

- 1.

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, 0008AP0008AZ, 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*.

Lock Types in Concurrent Modifications

Attribute List with Lock Types

When field (attribute) values are updated by users via concurrent modifications, the system locks the attributes according to certain rules. There are three types of locks that can be applied to the attributes, they are listed below and their names are self-explanatory:

1. Shared Lock
2. Full Lock
3. Partial Lock

The list of attributes with their lock types is as follows:

Entity	Attribute (Field) Name	Lock Type
Header	IDV Ceiling Amount	Shared
Line	Quantity	Shared
Line	Amount	Shared
Line	Exercise Option Line	Full
Line	Contract Type	Full
Line	Cost Constraint	Full
Line	UOM	Full

Entity	Attribute (Field) Name	Lock Type
Line	Price	Full
Line	Source IDV	Full
Line	Source IDV Line	Full
Line	IDC Type	Full
Shipment	Quantity	Shared
Shipment	Amount	Shared
Shipment	Ship-To Location	Full
Shipment	Ship-To Org	Full
Distribution	Funded Value	Shared
Distribution	Quantity	Shared
Distribution	Amount	Shared
Distribution	Partial Funded	Full
Distribution	Destination Type	Full
Distribution	Destination Subinventory	Full

All other attributes have a Partial lock.

Lock Rules during concurrent updates

The three types of locks work with each other as per the following rules:

1. When an attribute with a Shared lock is being updated in the first modification:
 - If an attribute with a Shared lock (example: Quantity, Amount) is being updated by the user via a modification, then any other user(s) can update the attribute or any other attribute concurrently, with a Shared lock, and their modifications will have a Shared Lock for the attribute.

- If an attribute with a Shared lock (example: Quantity, Amount) is being updated by the user via a modification, then any other user(s) can update the attribute or any other attribute concurrently with a Partial lock.
- If an attribute with a Shared lock (example: Quantity, Amount) is being updated by the user via a modification, another user cannot update an attribute concurrently, with a Full lock (example: Price, IDC Type) via a second modification.

Mod 1	Mod 2	Concurrent Updates Possible ?
Shared Lock	Shared Lock	Yes
Shared Lock	Partial Lock	Yes
Shared Lock	Full Lock	No

2. If an attribute with a Partial lock (example: Need-By Date, Item, Description) is being updated by the user via a modification, then:
- If an attribute with a Partial lock is being updated by the user via a modification, then any other user(s) can update the attribute or any other attribute concurrently with a Shared lock.
 - If an attribute with a Partial lock is being updated by the user via a modification, then another user cannot update any other attribute concurrently with a Partial lock via a second modification.
 - If an attribute with a Partial lock is being updated by the user via a modification, then another user cannot update any other attribute concurrently with a Full lock via a second modification.

Mod 1	Mod 2	Concurrent Updates Possible ?
Partial Lock	Shared Lock	Yes
Partial Lock	Partial Lock	No
Partial Lock	Full Lock	No

3. If an attribute with a Full lock (example: Contract Type, Cost Constraint, Price) is being updated by the user via a modification, then another user(s) cannot update

the attribute. In addition, the second user cannot update an attribute that has a Shared, Partial or Full lock on the second modification. The second user needs to notify the first user to make the required updates.

Mod 1	Mod 2	Concurrent Updates Possible?
Full Lock	Shared Lock	No
Full Lock	Partial Lock	No
Full Lock	Full Lock	No

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

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.

Troubleshooting Tips

Multiple Modifications for Supplier Change

Some common scenarios where documents such as receipts and invoices need to be processed after the supplier changes have taken place in a document. That is, modifications have been created for awards or IDVs that have receipts or invoices created as part of the procurement cycle. In the event that a supplier change has been effected on the award or IDV that has invoices or receipts, the user performing the Supplier Change has the onus in any issues that may arise in the processing of the invoices and receipts as a result of supplier changes are resolved, or will be able to be resolved, prior to changing the supplier on an approved contract document..

Scenario	Documents Impacted	Possible Resolution
Unmatched Receipts (unmatched to Invoices) exist	Award or IDV, Receipts, Invoices	Receipts need to be returned to the original supplier and new receipts need to be created for the new vendor. The other alternative is to perform only a two-way matching on the invoices.
Receipts with matched Invoices that need to be returned to the vendor	Award or IDV, Receipts, Invoices	User should use the Return to Vendor or Miscellaneous Issue processes to return the goods to the vendor.

Scenario	Documents Impacted	Possible Resolution
Unpaid (and matched) Invoices	Award or IDV, Receipts, Invoices	Users can use the regular invoice payment feature or the third party invoice payment feature available in Oracle Payables to pay these invoices either to the new or old vendor.
Unmatched invoices (not yet received)	Award or IDV, Receipts, Invoices	<p>Ensure that the invoices are received from the new vendor only. If the invoices are to be received are from the old vendor, the supplier change process should not be performed, unless those invoices are received and matched.</p> <p>If the supplier is changed, there will be issues during matching and only two-way matching will be possible.</p>

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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