ACQUISITION MANAGEMENT AUTOMATION SYSTEM

(AMAS)

Procurement Training Manual

Version 5.1.4c

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Unit 1: Introduction to AMAS

Course Objectives

This is an intensive 4-day course designed to familiarize contracting personnel with the Acquisition Management Automation System (AMAS) procedures used to prepare solicitations, RFQ's, contracts and orders. AMAS is an automated system for the management of all procurement activities, ranging from establishing requirements to contract retirement and archival.

Upon completion of this course, students will be able to use AMAS to do the following:

- Review procurement requests (PR Folders)
- Migrate assigned PR Folders to Procurement Package folders
- Maintain a list of line items which may be edited at any stage of the procurement
- Enter and edit parameters data
- Enter and edit recommended sources
- Prepare automated documents and forms at all stages of the procurement process
- Prepare a Solicitation Mailing List
- Enter quotes from offerors
- Evaluate offers
- Prepare synopsis notices, and generate CBD files
- Enter historical contract data
- View PALT, tracking, and workload reports
- Prepare and edit Simplified Acquisition forms and documents

Prerequisites

This course is for individuals involved in the procurement process. Students enrolled in this course should possess the following qualifications:

- Practical experience in the preparation of solicitations and contracts (or RFQs and orders).
- A thorough understanding of procurement terms and processes.
- A basic understanding of the principles of business data processing.
- A working knowledge of Microsoft *Windows*.
- A working knowledge of Microsoft *Word*.

AMAS runs in the Microsoft *Windows* environment, and its windows, menus, dialog boxes, and other features are based on *Windows* standards. The Navigator is similar to the *Windows File Manager*, and documents are created from word processing templates using either Microsoft *Word*.

Overview of the Procurement Process

The procurement process encompasses all functions related to the acquisition of supplies and services. It begins at the point when procurement needs are established and continues through receipt of the required products and/or services and payment of contractors for services rendered. The process includes the planning resources, description of the requirements to satisfy the needs, solicitation and selection of sources, negotiations, award of contracts, financing of contracts, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling needs by contract.

Typically, the procurement process followed by pruchasing organizations is divided into several categories of procurement, such as research and development, production/supplies, services, information processing, construction, and architect/engineering, which then serve to define the overall procurement procedures to be followed by the purchasing organization.

General Steps in Procurement Process

The key steps in the procurement process include: acquisition planning, development of statement of work (and specifications if appropriate), development of requirements packages (purchase request or procurement request), synopsis of proposed procurement in Commerce Business Daily (if required), solicitation, technical evaluation (if required), cost and price analysis (determination of reasonableness of proposed costs/price), negotiations (if required), award, contract administration (modifications), completion of contract, and termination (convenience or default if required).

These steps do not necessarily occur in an exact sequence nor does each step occur for each procurement. The process may differ according to how the individual purchasing organization typically processes procurements; the goods and/or services required; the size, type, and complexity of the procurement; the economic interests in a given transaction; the type of contracts involved; and the laws and procedures that govern each case.

This course was designed follow a procurement request through all steps of the procurement process. The flow of this class may not follow the sequence of steps you normally take to complete the procurement process. It may also address some steps or functions that you do not normally use in your work environment.

AMAS and the Procurement Process

The procurement process is implemented within AMAS using a methodology that closely mirrors the approaches commonly used to define and process procurement requirements. When you log on to AMAS, the physical desktop environment is mimicked in the Workspace Window with a personal file cabinet (also referred to as the Navigator) that contains a pre-defined set of system folders, and any number of master folders in which all procurement-related work takes place. By clicking a folder icon in the file cabinet directory, you may open a folder and display its contents in the right pane of the Workspace Window.

The three system folders, the In Box, Out Box, and Trash Can, are automatically placed in the file cabinet when you first log on to AMAS. These folders are always available to you at the file cabinet level and their contents cannot be viewed from inside other folders. System folders are used to move information electronically within the organization and to remove obsolete information from your workspace.

You establish master folders at the file cabinet level to contain all relevant information associated with a specific type of procurement action. Each master folder incorporates a variety of windows, documents, forms, and business rules, which are activated when the folder is open. Master folders included in AMAS are Planning, Procurement Request, Procurement Package, and Miscellaneous folders. When Procurement Request or Procurement Package master folders are created, certain subfolders (with special functions of their own), documents, or forms may be automatically placed in them, or you may create specific subfolders and items within each type of master folder, as needed.

Master folders assist you in following the flow of the procurement process from acquisition strategy development and planning, through defining requirements, to award and closeout of the contract. The following table describes the typical usage of the various types of master folders:

Master Folder	Associated Activities
Planning	used for developing plans and strategies for processing a specific procurement action
Procurement Request (or Simplified Procurement Request)	used for defining the minimum needs and developing the requirements package
Procurement Package	used for accepting the procurement request or simplified procurement request information for preparing the solicitation, contract and supporting documentation, and awarding the order or contract to obtain the required supplies or services
Miscellaneous	Used for storing generic work

The key rule when working in AMAS is to remember that when you need to access a system folder or create a new master folder, you should always be at the file cabinet level. If you are processing an action involving an existing procurement (master folder already created), you should always be inside the appropriate master folder rather than at the file cabinet level.

Unit 2: Basic AMAS Procedures

Objectives

This unit covers the basic AMAS operating procedures that you need to know before learning to create procurements in the following units. When you finish this unit, you will be able to do the following:

- Start AMAS
- Identify the features and layout of the Workspace Window
- Select commands using the drop-down menus, pop-up menus and toolbar
- Locate and open folders using the Navigator directory
- Create folders
- Rename folders
- View summary information about folders
- Delete and retrieve documents, forms and folders
- View the AMAS Help file and perform searches
- Exit AMAS

Starting the AMAS Program

AMAS is started by clicking on the AMAS icon or locating the AMAS program through the list of available programs in Windows.

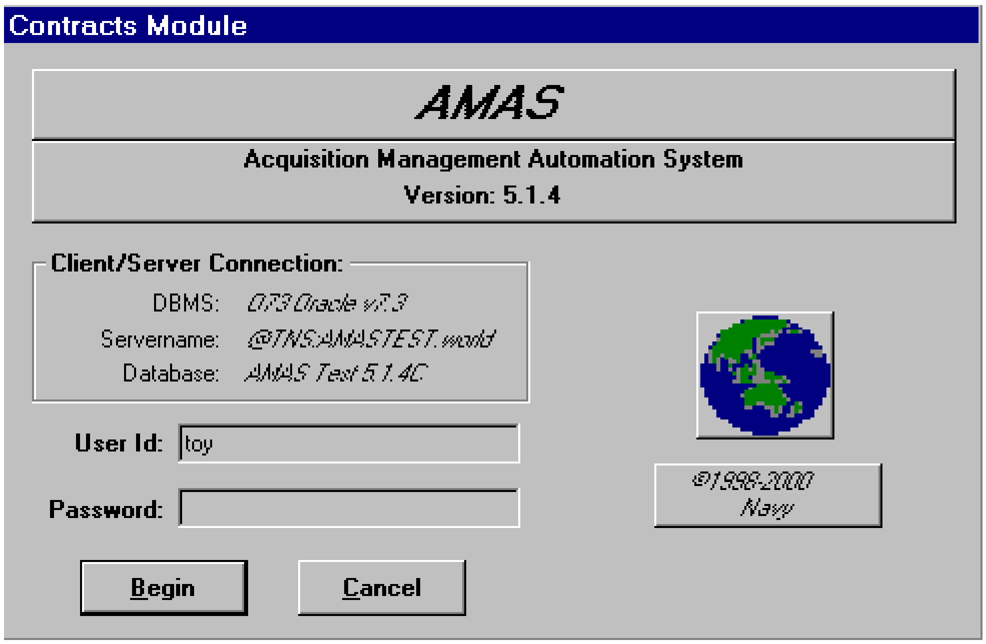
To start the AMAS program:

1. Double-click the AMAS icon in the Windows desktop.

OR

Locate and click on the AMAS program through Program Manager.

Login dialog box as shown below will then be displayed.



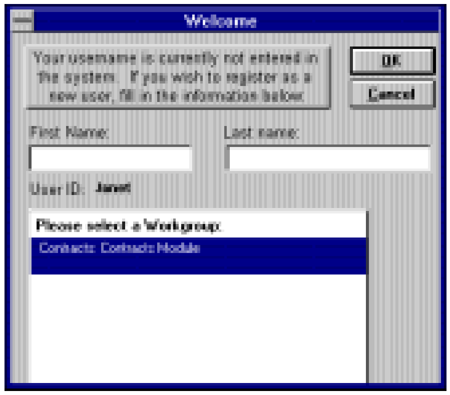
2. Enter your User Name (User ID) and Password.
3. Click on the Begin button.

Setting up the Workspace for the First Time

New users are presented with two additional dialog boxes after clicking the icon on the AMAS Session Manager toolbar.

To identify yourself and your workspace:

The Welcome dialog box (below) is displayed.



1. Enter your first and last names, and select the appropriate workgroup or module you will be using, and click OK.

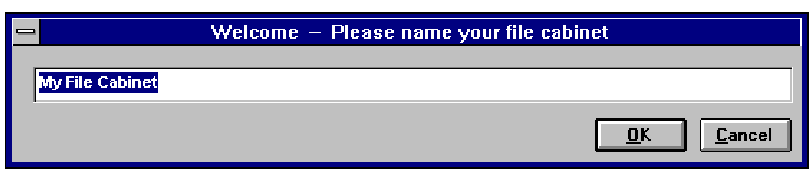
Note: If you have a choice of workgroups and are uncertain which one is correct, consult your system administrator.

The second dialog box (below) gives you the opportunity to personalize your electronic file cabinet.

2. Enter the name you want to see displayed in the title bar of your Workspace Window (an appropriate name might be “Sam Smith’s Files”).

3. Click OK.

“My File Cabinet” is the default name for your file cabinet if you do not replace it in this dialog box. ***Your file cabinet name is permanent; it can not be changed later.***



The main AMAS Program Window is displayed, with the user’s Workspace Window (file cabinet) displayed within it.

Practice Exercise

Exercise 2-1: Start AMAS

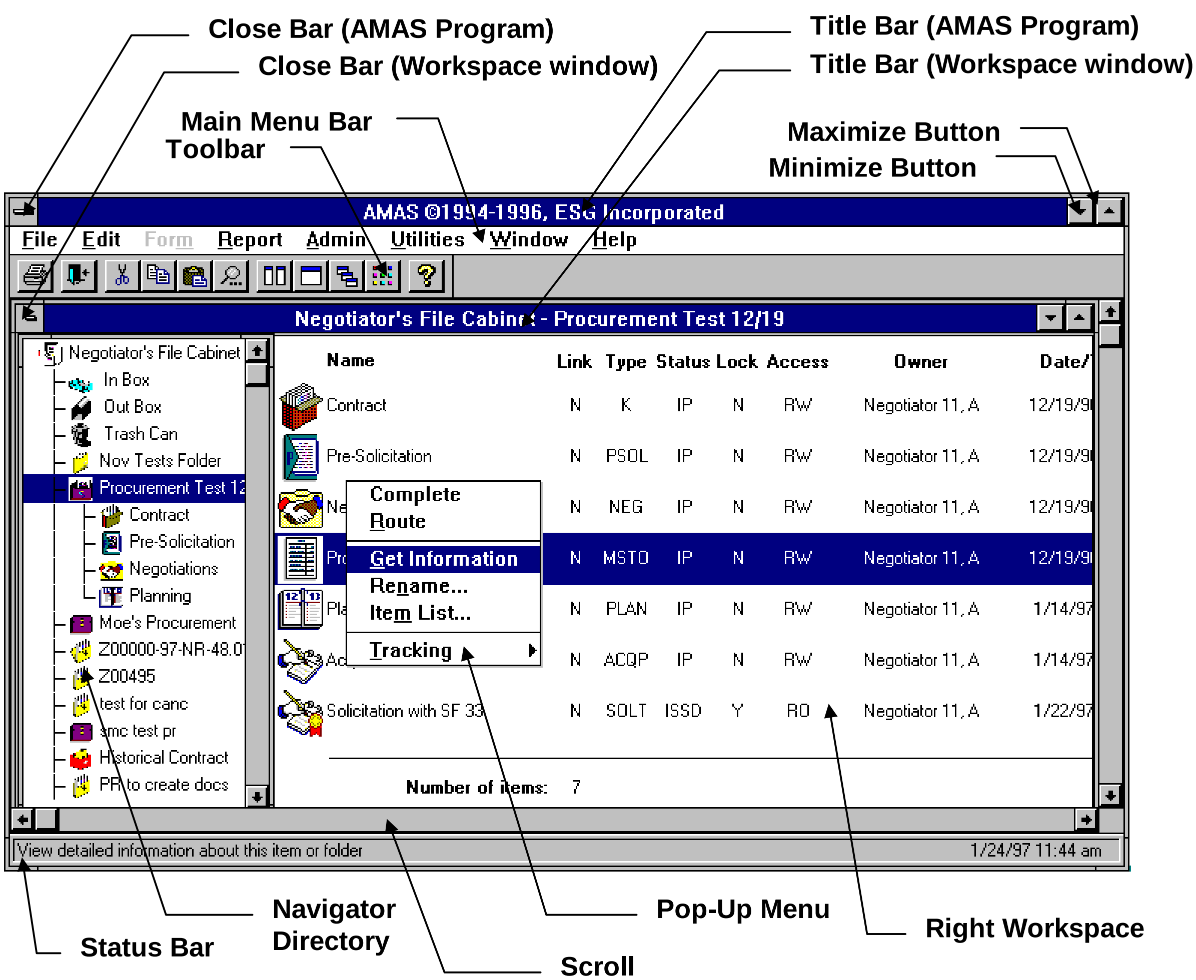
Log into AMAS using the User ID and password assigned by the instructor.

Follow these steps to complete this exercise:

Step	Action
1	Double-click the AMAS program group in the Windows *Program Manager*.
2	Double-click the AMAS icon.
3	Enter the User ID and password assigned by the instructor in the AMAS Login dialog box. Click OK.

Identifying Workspace Window Features

The Workspace Window is automatically opened within the main program window when AMAS is started. The Workspace Window is the primary AMAS working environment. From this window, you can create, organize, maintain, route and track procurement documents. The left side of the window is the Navigator and the right side is the Workspace. The contents of the folder currently selected in the Navigator are displayed in the right Workspace.



The following explains the information listed in the workspace.

Workspace Title	Explanation
Name	The name of the folder, document or form.
Link	**Y** indicates the item is routed to or from another user; **N** indicates it is not shared with other users.
Type	An acronym of one to four letters that identifies the type of template used to create the item.
Status	A two-letter code identifies the status of the item. (For example, **IP** means In-Process.)
Lock	**N** indicates the item is unlocked and may be edited. **Y** indicates the item is locked.
Access	**RW** tells you the item is Read-Write and can be modified. **RO** tells you the item is Read-Only.
Owner	The name of the current owner (not the originator) is displayed.
Date/Time	The date of the last edit is displayed.

Additional information about each icon is available in the Information Window.

Close Bars

The current window may be closed by double-clicking the box to the left of the title bar. (Clicking once activates the Control Menu.) Note that the larger close bar in the top left corner lets you exit the program, while the smaller close bar in the corner of the Workspace or Data Window lets you exit the current window. Always use the close bar *that adjoins the title bar of the window you want to close*.

Main Menu Bar

The Main Menu bar displays the names of drop-down menus from which commands may be selected.

Maximize Button

Click the maximize button to enlarge the current window to fill the screen.

Minimize Button

Click the minimize button to reduce the current window to an icon. (To learn more about maximizing and minimizing windows, see your Microsoft *Windows* documentation.)

Pop-up Menus

Pop-up Menus are activated by clicking and holding mouse button 2. The Pop-up Workspace Menu and the Pop-up Icon Menu are activated in the Workspace Window; and the Pop-up Icon Menu may be activated within data windows and forms.

Scroll Bars

Use the scroll bars to move horizontally or vertically to view information in a window.

Status Bar

The status bar displays information about the current action.

Title Bars

Each window is identified in the title bar. Your file cabinet name is displayed in the title bar at the top of the Workspace Window.

Toolbar

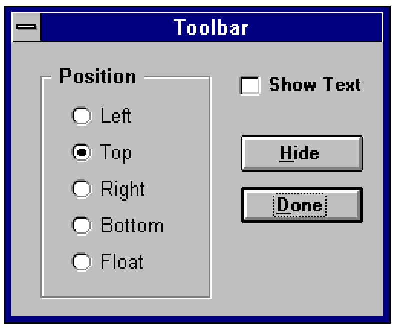
The optional toolbar lets you select certain commands quickly by clicking a button.

Displaying the Program Toolbar

The program toolbar allows you to quickly select certain menu commands by clicking buttons instead of accessing menus. The toolbar is an optional feature that you may display or hide. Only buttons that correspond to *available* menu items can be selected.

To display the toolbar:

1. Click Window in the Main Menu bar to display the window drop-down menu.
2. Select Toolbar. The Toolbar dialog box (below) is displayed.



3. Select your preference for the position of the toolbar in the Position box.
4. Mark the box next to “Show Text” if you want button labels.
5. Click the Hide button if you do not want the toolbar to be displayed.
6. Click Done when you finish selecting options.

Using the Mouse

By default, the left mouse button is button 1, and the right mouse button is button 2. The *Windows* Control Panel allows you to reverse the mouse buttons so that the right mouse button is the primary one (button 1).

Always use mouse button 1, unless specifically directed to use mouse button 2. Mouse button 1 is used to select commands from menus and initiate drag-and-drop procedures. Mouse button 2 is used to activate pop-up menus. If your mouse has a middle button, it is inactive. Rolling the mouse on a flat surface moves the pointer (usually an arrow) around the screen. To use AMAS, you need to know the following definitions of mouse actions:

Point

To *point*, roll the mouse to position the tip of the pointer (arrow) at the desired location on the screen.

Click

To *click*, press and release mouse button 1. To select an object or command, point to it with the mouse and click once.

Commands apply to the currently selected folder or item. Always point to a folder or an item within a folder and click once to select it *before* selecting the command you want to perform on it.

Click and hold

To *click and hold*, point to the desired location on the screen, press the mouse button *but do not release it*. This activates pop-up menus and allows you to make selections from the menu.

Double-click

To *double-click*, press and release mouse button 1 twice without pausing between clicks.

Drag and Drop

To *drag and drop*, point to an item, press and hold mouse button 1, roll the mouse to reposition the item on the screen (drag), and release the mouse button (drop).

Using Menus

AMAS has two types of menus:

- Drop-down menus are displayed when you click a word on the Main Menu bar.
- Pop-up menus are activated by clicking mouse button 2 in the Workspace, or a data window.

The commands included on the menus depend on your user role(s) and the current status of folders and items in your workspace.

Examples:

AMAS recognizes your user role (i.e., Negotiator or Buyer) and allows you to use the Pop-up Workspace Menu to create Procurement Package or Simplified Acquisition Procurement Folders, and the documents and forms that belong in them.

The Form Menu includes several commands for changing pages that are only available in multi-page forms or reports.

The Pop-up Icon Menu includes the Line Items command when you point to a Procurement Package or Simplified Acquisition Procurement Folder, but the command is not displayed for a Miscellaneous Folder where it would be inappropriate to enter line items.

Drop-Down Menus

To activate a drop-down menu, click the menu name on the main menu bar (or press the **Alt** key and the underlined letter in the menu name). Each drop-down menu contains a list of commands which you may select by clicking the command name with the mouse, or by typing the underlined letter in the command name. If a command is gray (dimmed), it is not available for the current system activity. To close a menu without selecting a command, press the **Esc** key or click once outside the menu.

AMAS includes the following drop-down menus:

File Menu

The File Menu lets you send the contents of the current window to your default printer with the Print command; enter or change printer information with the Print Setup command; and close the program with the Exit command.

Edit Menu

The standard *Windows* Cut, Copy and Paste commands are available on the Edit Menu when appropriate for the current program activity.

Form Menu

The Form Menu is available on the Main Menu bar only when the current form has more than one page, or data must be entered by adding rows in a dialog box.

Reports Menu

The Reports Menu is available on the Main Menu bar only if your user roles include responsibilities for reports.

Utilities Menu

The Utilities Menu gives you access to features such as a personal address book and organization information.

Windows Menu

The Windows Menu allows you to organize the placement of windows on the screen, switch between open windows, or display the toolbar.

Help Menu

The Help Menu gives you access to on-line Help.

Admin Menu

The Admin Menu is available **only** if you are a system administrator. If you do not have the System Administrator user role, this menu title is not displayed.

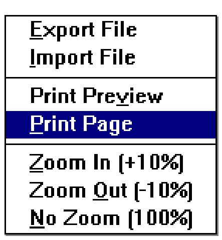
Pop-Up Menus

Pop-up Menus are activated by pressing and holding mouse button 2 until the menu appears. While continuing to depress the mouse button, move the mouse until the desired selection is highlighted, then release the mouse button.

If you release the mouse button before the menu appears, a default menu command is automatically activated. For example, if you click mouse button 2 in a data window, Print Preview is selected. Holding the mouse button down until you make your selection avoids this.

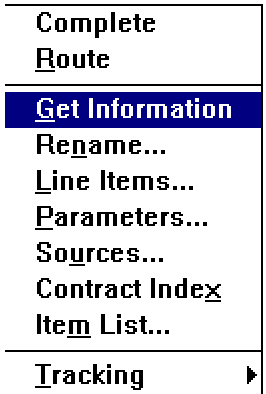
AMAS includes the following pop-up menus:

Pop-up Data Window Menu



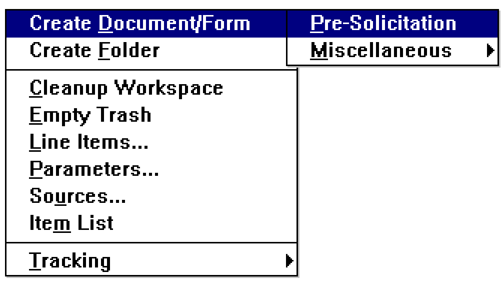
This menu is available if its commands are relevant to the current window. It is activated by clicking mouse button 2 anywhere within a form or other data window.

Pop-up Icon Menu



This menu is activated by positioning the mouse pointer on an **icon** in the right workspace, and clicking mouse button 2. When you choose a command from the menu, it is applied to the selected folder, document or form.

Pop-up Workspace Menu



The Pop-up Workspace Menu is activated by positioning the mouse pointer anywhere within the **blank white area** of the right workspace (not on an icon), then clicking mouse button 2.

Some commands on this menu activate additional submenus. Click the desired menu selection at each level to display the next level (submenu).

The commands on the Pop-up Workspace Menu affect the contents of the open folder: you can create new folders, documents and forms; edit procurement information; and perform certain actions that change the status of the folder.

Common Questions about Pop-up Menus

How can I tell which menu I've activated in the Workspace Window?

To tell the difference between the two pop-up menus in the right workspace, look for the Get Information command which is unique to the Pop-up Icon Menu, or the Create Document/Form command which is unique to the Pop-up Workspace Menu.

Why is the wrong menu displayed in the Workspace Window?

You may be pointing to an area near the edge of an icon or line of text where it is hard to tell which menu will be activated. To activate the Pop-up Icon Menu, move the tip of the mouse pointer to the *center* of an icon or title before pressing the mouse button. To activate the Pop-up Workspace Menu, point to a blank area of the workspace below the last icon and well away from all icons and titles.

Why can’t I find the command I want?

If you can’t locate a command, check the instructions to be sure you are in the right folder, or pointing to the correct icon, or that you have not skipped a prior step or exercise. For example, in order to see the Issue command on the Pop-Up Icon Menu, you must point to a Solicitation document with the Approved status.

The Workspace and Icon Pop-up Menus are customized according to the type of open folder or type of icon on which the mouse pointer is resting, the current status of the procurement, and your user role(s). Certain commands will appear on the menus only when all three of these conditions allow them.

Why are some commands on more than one menu?

Certain commands, such as Line Items and Parameters, appear on both the Workspace and Icon Pop-up Menus. This allows you to either point to a closed folder or have the folder open while issuing a command, whichever is most convenient. This makes the system more flexible for experienced users.

Why do I see a print message when I try to activate the Pop-up Data Window Menu in a window or form?

When you click mouse button 2 in a data window, the default menu command, Print Page, is automatically selected. Instead of releasing the button, you must hold the mouse button down to see the Pop-up Data Window Menu, then move the mouse to highlight the desired command.

What if I accidentally activate a menu that I don’t want?

If you are holding the mouse button down, move the mouse off the menu, then release the button to close the menu without selecting a command. For a menu or submenu that is displayed after a mouse click, point to a blank area of the screen and click to release the menu without selecting a command.

Practice Exercise

Exercise 2-2: Practice Activating Menus

Click each word in the menu bar to see what commands are available. Practice activating the Pop-up Workspace Menu and the Pop-up Icon Menu. Identify the differences between these two pop-up menus.

Note: Before each of the following steps, point to the File Cabinet icon in the left workspace and double-click with mouse button 1.

Follow these steps to complete this exercise:

Step	Action	Answer
1	Point and click on “Utilities” in the menu bar at the top of the screen to view the drop-down menu. What are the first two commands shown?	Command 1: Command 2:
2	Point to a **blank** area at the bottom of the right Workspace, then press and hold mouse button 2. Which menu appeared? What is the first command for that menu?	Menu: Command 1:
3	Point to an icon in the right Workspace, then press and hold mouse button 2. Which menu appeared? What is the first command for that menu?	Menu: Command 1:

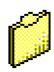
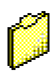
Note: The Pop-up Workspace Menu applies to the open folder, and includes the Create Document/Form command. The Pop-up Icon Menu applies to the folder, document or form (icon) selected by the mouse pointer, and includes the Rename and Get Information commands.

Using the Navigator Directory

The left side of the Workspace Window is called the Navigator. At the top of the Navigator is a file cabinet symbol. Double-clicking this symbol expands and collapses a directory tree that displays the contents of the file cabinet, similar to the MicroSoft *Windows File Manager* directory listing. When a folder is opened, the directory tree expands to show any folders that are located in the selected folder. Icons for each folder, document, or form filed in the open folder are displayed in the right workspace.

The highlighted title and open folder icon in the Navigator directory tree indicate which folder’s contents are displayed in the right Workspace. Only one folder’s contents may be displayed in the right Workspace at any time. Selecting another folder in the Navigator makes it the current open folder. If the open folder is empty, the right Workspace is blank.

To open a Miscellaneous Folder:

1. Double-click on the Navigator file cabinet symbol if it is not expanded already.
2. Locate the  Miscellaneous Folder icon in the Navigator (use the scroll bars or arrow keys to move up or down the list).
3. Click the  Miscellaneous Folder icon or title in the Navigator. The folder is opened and its contents are displayed in the right Workspace.

To open a folder within a folder:

1. Locate the subfolder in the Navigator (if the open folder contains subfolders, they are displayed in the Navigator, indented under the name of the master folder). If the sub-folder is not displayed, double-click the folder which contains it.
2. Click the subfolder’s icon or title in the Navigator. The subfolder is opened and its contents replace the master folder’s contents in the right Workspace. The Navigator directory tree will expand to show subfolders, within the subfolder.

To close a folder:

Do one of the following:

- In the Navigator, double-click the icon for the parent or master folder in which the open folder is located. The open folder is closed and its icon is no longer displayed in the right workspace.

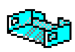
  OR

- Double-click the file cabinet icon at the top of the Navigator. All open folders and subfolders are closed. The folders located at the File Cabinet level (but not their subfolders) are displayed in the right Workspace.

Identifying Icons in the Workspace

System Folders

Each user has three system folders which are always present in the Navigator, directly below the File Cabinet icon. Each system folder has a unique function, as follows:



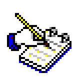
In Box: The In Box is the receptacle for material routed to you by other system users. The In Box is blue if empty; red if occupied.

Out Box: The Out Box allows you to route folders and documents to other system users.

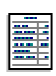
Trash Can: The Trash Can Folder contains everything deleted since the last time the Empty Trash command (on the Pop-up Workspace Menu) was invoked.

Documents and Forms

Documents and forms are usually stored in folders, although several types may be created at the File Cabinet level. These icons are **not** displayed in the Navigator, only in the right Workspace when they exist within an open folder.



Document: Documents are generated from templates, using your word processing software.



Form: Procurement forms are pre-filled with selected information already stored in the database.

Miscellaneous Folders

Miscellaneous (generic) Folders are blank folders. They may be used to store copies of forms, documents or other folders. For example, you may create a folder for pending PRs, or a Miscellaneous Folder to store general correspondence.

Work Folders

Work folders contain templates for various documents and forms and other information that permits performance of specialized functions. For example, the Procurement Package Folder, along with its subfolders, is used to create the solicitation, the contract and other supporting documentation needed in the contracting process. Other examples include the Planning Folder and the DOD 5000 Series Folder.

Note: A complete list of icons and their uses can be found in Appendix B - Identifying Icons.

Creating Folders

New folders can be created in various places within the system. It is important to identify where you are located in the system before you build a folder. The title highlighted in the Navigator (left side of workspace) identifies the folder that is currently open. The contents of the open folder are displayed in the right Workspace. When you create a new folder, it will be placed in the folder highlighted in the Navigator. Here are some examples:

If you highlight the...	and create a...	it will be placed in the...
File Cabinet	Procurement Package Folder	File Cabinet
“Samples” Miscellaneous Folder	Procurement Package Folder	“Samples” Miscellaneous Folder
“Widget Buy” Procurement Package Folder	Procurement Package Folder	“Widget Buy” Procurement Package Folder
“Widget” Contract Folder	Procurement Package Folder	“Widget” Contract Folder
Trash Can	Procurement Package Folder	Trash Can **Note:** System will warn you that you are about to create something in the Trash Can.

To create a folder:

1. Open the folder where you want the new folder to be created. (Selected folder will be highlighted in the Navigator panel.)
2. Point to a blank area in the right Workspace and click mouse button 2 to activate the Pop-up Workspace Menu.
3. Select Create Folder.
4. Select the type of folder to be created.

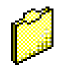
Note: If a dialog box is displayed for a name to be entered, either accept the default title by clicking OK, or enter a new title and click OK.

To change the name of a folder:

1. Display the icon for the folder, document or form to be renamed in the right Workspace.
2. Point to the folder icon, then press and hold mouse button 2 to activate the Pop-up Icon Menu.
3. Select Rename from the menu.
4. Enter a new title in the dialog box, and click OK. The new title replaces the existing one, and is displayed with the icon in the workspace.

Practice Exercises

Exercise 2-3: Create a Miscellaneous Folder

Create two  Miscellaneous Folders in your Workspace at the File Cabinet level (not inside another folder).

Follow these steps to complete this exercise:

Step	Action
1	Click the file cabinet icon at the top of the Navigator on the left side of the Workspace Window.
2	Point to a blank area in the right side of the Workspace and click and hold mouse button 2 to activate the Pop-up Workspace Menu.
3	Select Create Folder.
4	Select Miscellaneous and release mouse button.
5	Enter a title for your folder and click OK.
6	Repeat steps 2-5 to create second Miscellaneous Folder.

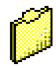
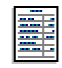
Exercise 2-4: Rename a Miscellaneous Folder

Rename one of the Miscellaneous Folders in your Workspace.

Follow these steps to complete this exercise:

Step	Action
1	Click the File Cabinet icon in the Navigator to display the Miscellaneous Folders in the right Workspace.
2	Point to the icon for one of the Miscellaneous Folders, then click and hold mouse button 2 to activate the Pop-up Icon Menu.
3	Select Rename. Release mouse button 2.
4	In the dialog box, enter a new title and click OK.

Deleting Work

Unwanted  folders,  documents or  forms may be removed from your workspace by dragging them to the trash can. Using the Empty Trash command will permanently remove them from AMAS.

Deleting Work

To delete a folder:

1. Point to the icon for the folder you want to delete.
2. Drag the folder icon to the  Trash Can icon (located below the File Cabinet icon in the Navigator).
3. When the Trash Can is highlighted, release the mouse button. The deleted folder, and its contents, are now placed in the Trash Can.

Note: When you delete a folder, the contents in the folder are also deleted.

Retrieving Work

To retrieve a deleted folder:

1. In the Navigator, click the  Trash Can icon to display the contents of the Trash Can Folder in the right workspace.
2. Drag the icon for the desired folder from the right workspace to the folder in which you want to place it in the Navigator.
3. Release the mouse button when the destination icon is highlighted.

Emptying the Trash

The Trash Can Folder contains everything that has been deleted since you last selected the Empty Trash command. The Trash Can should be emptied periodically to free up storage space in the system. Although the Trash Can Folder does not have to be opened to be emptied, you may want to check the contents before using the Empty Trash command. The Trash Can cannot be partially emptied. Any items you wish to save should be moved out prior to emptying.

To delete the contents of the Trash Can:

1. Point to a blank area of the right Workspace, and press and hold mouse button 2 to activate the Pop-up Workspace Menu.
2. Select Empty Trash.
3. Click Yes to confirm the command. All items in the Trash Can Folder are permanently deleted from the system. If there are many items to be deleted, there is a delay as the system does the work. Check the status bar at the bottom of the screen to see the items being deleted.

Practice Exercises

Exercise 2-5: Move a Folder to the Trash Can

Select one of the Miscellaneous Folders you created earlier in your workspace and delete it.

Follow these steps to complete this exercise:

Step	Action
1	Click the file cabinet icon to display the contents of the file cabinet in the right workspace.
2	In the right Workspace, position the mouse pointer on a Miscellaneous Folder.
3	Press and hold mouse button 1, then drag the Miscellaneous Folder icon to the Trash Can icon (in either the Navigator or the right Workspace).
4	Release the mouse button to drop the folder into the Trash Can.

Exercise 2-6: Empty the Trash Can

Use the Empty Trash command to permanently discard the contents of the Trash Can Folder.

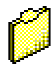
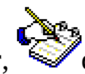
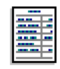
Follow these steps to complete this exercise:

Step	Action
1	Click the Trash Can icon in the Navigator to open it.
2	Double-click the folder in the Trash Can to open it. Review the contents of the folder to verify you want to discard the Trash Can contents.
3	Position the mouse pointer on a blank area of the right Workspace, then press and hold mouse button 2 to activate the Pop-up Workspace Menu.
4	Select Empty Trash. In the warning message box, click Yes.

Using the Information Window

Descriptive information about the origin and status of items and folders in your Workspace is available with the Get Information command. For example, you might want to know the date a document was created or who generated a form that has been routed to you.

To view information about a folder, document or form:

1. Display the  folder,  document or  form in the right Workspace.
2. Point to the item's icon and click and hold mouse button 2 for the Pop-up Icon Menu.
3. Select Get Information from the menu. The Information Window (below) is displayed. All information is read-only except the Description field.
4. Double-click the close bar to exit the window. If the Closing dialog box is displayed, click the Save Then Exit button.

The following is an explanation of the data blocks in the Information Window:

Data Block	Description
Name	title of the item or folder
Status	level of completion of the work
Description	miscellaneous information about the item or folder (similar to using a self-adhesive note)
Type, Subtype	template used to create the item or folder
Creation Date	date the item or folder was created
Creator's Name	person who started the item or folder
Owner's Name	person to whom the item or folder currently belongs
Control Number	system object identifier
Effective Date	date of final approval
Expiration Date	deadline for you to respond to a routed document

Practice Exercise

Exercise 2-7: Get Information About a Folder

Get information about one of the Miscellaneous Folders you created earlier in this unit.

Follow these steps to complete this exercise:

Step	Action
1	Click the File Cabinet icon in the Navigator to display the Miscellaneous Folder in the right Workspace.
2	Point to the Miscellaneous Folder, then press and hold mouse button 2 to activate the Pop-up Icon Menu.
3	Select Get Information from the menu. Review the data about the Folder in the Information Window.
4	Double-click the close bar to exit the window.

Using Help

The on-line Help file for AMAS may be accessed at any time after a user logs on to the system. This tool should answer many questions the user encounters while working on the system. The Help Contents Window topics provide a broad overview on different subjects, while the Search Window lets the user find information on specific topics.

To Open the AMAS Help File:

Do one of the following to display the AMAS Help Contents Window:

- Press the F1 key

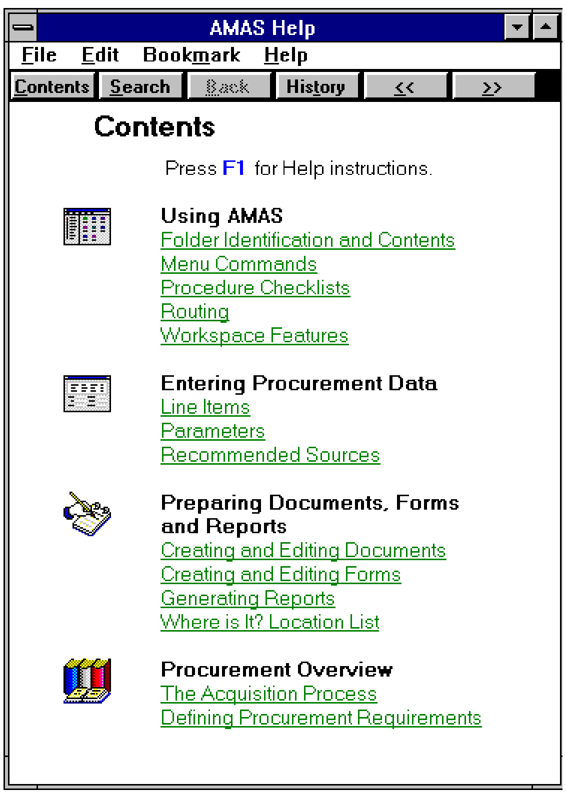
OR

- From the Help Menu, select Contents.

OR

- Click the  Help button (question mark) on the program toolbar.

From this window, you can jump to (open) other windows with specific information by clicking on any topic with a green, underlined hypertext link.



While in the AMAS Help Contents Window, Press F1 to open the MicroSoft *Windows* How to Use Help topic.

Help Contents Overview

The following describes each help category and the topics contained within each category in the Help Contents Window.

Category	Topic	Description
Using AMAS	Folder Identification and Contents	Explanation of all folders in the system and identifies each folder icon
	Menu Commands	Explanation of drop down and pop up menus
	Procedure Checklist	Explanation of various checklists
	Routing	Explanation of four types of routing and related topics
	Workspace Features	Explanation and illustration of the user’s Workspace
Entering Procurement Data	Line Items	Explanation of Line Item Window, individual line item panels, viewing an item list, saving data, entering line item data vs. Parameters data, and other related topics
	Parameters	Explanation of Parameters Window and associated panels, saving data, entering Parameters data vs. Line Items data, and other related topics
	Recommended Sources	Explanation of Recommended Sources Window, source selection checklist, and Synopsis Window
Preparing Documents, Forms and Reports	Creating and Editing Documents	Explanation of creating, editing, importing, printing, and saving documents, working with UCF documents, and Location List of Documents
	Creating and Editing Forms	Explanation of how to create, edit, import, print, and save forms, working with forms in UCF documents, and changing pages in multi-page forms

Category	Topic	Description
Preparing Documents, Forms and Reports, (cont'd.)	Generating Reports	Explanation of the Report Menu and types of reports available
	"Where is It?" Location List	Contains a list of all documents and identifies the folder in which each document is located
Procurement Overview	The Acquisition Process	Explanation of the acquisition process, acquisition strategy development and planning, solicitation preparation, source selection, and contract administration
	Defining Procurement Requirements	Explanation of defining procurement requirements, requirements planning, factors to consider in defining requirements, product specifications, purchase descriptions, Statement of Work, and preparation of a requirements package

Navigating Within the Help File

The following describes how to navigate within the Help files using hypertext jumps and Help buttons.

Navigation Aid	Type	Description
Hypertext Jump	**Solid Underline**	Clicking green text with a solid underline displays a related Help topic.
	Dotted Underline	Clicking green text with a dotted underline displays a pop-up box containing a definition. To close the definition, click outside it in the Help Window.
Help Window Buttons	**Contents**	Displays the Contents Window of AMAS Help.
	Search	Opens the Search dialog box.
	Back	Returns to the previous topic in the history list of topics viewed during the current session.
	Browse (<<)	Displays the previous topic in the Help file.
	Browse (>>)	Displays the next topic in the Help file.

Help Window Menus

Menu commands in the Help Window may vary depending on which version of Windows you are using. The following is list of Help Window menus:

Menu	Command	Function
File	**Print Topic**	Prints the text of the current topic.
	Print Setup	Opens the Print Setup Window.
	Exit	Closes the AMAS Help file.
Edit	**Copy**	Copies the text of the open topic to the clipboard.
	Annotate	Opens the Annotation Window, which allows the user to enter text and save it as a pop-up link to the current help topic. The link is denoted by a paper clip. To see the text of the link, double-click on the paper clip.
Bookmark	**Define**	Adds the current topic to the list of bookmarks. Once a bookmark is created, its name is added to the bookmark pull-down menu. To access the topic in the future, click the desired title in the bookmark list.
Help	**How to Use Help**	Opens the word processing How to Use Help Window.
	About Help	Displays information about the Help file.

To Find a Specific Topic:

1. Open the AMAS Help file (see above).
2. Click the Search button.
3. Type the first few letters of a keyword in the Search dialog box, highlight one of the displayed keywords and click the Show Topics button. A list of specific topics is displayed.
4. Do one of the following:
   - Highlight the desired topic and click the Go To button.

     OR
   - Double-click the desired topic name.
5. The selected topic is displayed in the AMAS Help Main Window.

Using the Where Is It? Location List:

The AMAS Help file's "Where Is It? Location List" topic assists you in determining where specific documents and forms are located in AMAS.

To find the folder in which a specific document, form, or report is located, do the following:

1. Open the AMAS Help file.
2. In the AMAS Help Contents Window, click the "Where is it ? Location List" hypertext jump, indexed under the Preparing Documents, Forms and Reports heading. The Where Is It? Location List Window is displayed.
3. To find the desired document or form, click the alphabetical button that corresponds to the first letter of the title of the document or form, or scroll down the list until the desired document or form is visible. To find a numbered form, click the Form # button and scroll down until the desired form is visible. The right hand column next to the name of the document or form lists its folder location, or the name of the window in which the documentation can be prepared or viewed.
4. If a green hypertext link is provided, you may click it to view specific information about the document, form, window, or folder.
5. Double-click the close bar to exit the "Where Is It? Location List" Window.

To Print the Location List Topic:

To print the Location List, it must be displayed in the Main Help Window, not in the secondary window. To do this, you must perform a search.

1. Open the AMAS Help file.
2. Search for "Location List."
3. Click the Go To button to display the Location List topic in the Main Help Window.
4. From the File Menu, select Print Topic.

Practice Exercise

Exercise 2-8: Access and View Help Information

Open the AMAS Help file and perform a search.

Follow these steps to complete this exercise:

Step	Action
1	Click the  Help button on the toolbar, or select Contents from the Help Menu.
2	Click the Search button at the top of the AMAS Help Window.
3	Enter “Solicitation.”
4	Click the Show Topics button.
5	Scroll through the list of topics in the bottom of the dialog box and select one of them.
6	Click the GoTo button. The selected topic is displayed in the AMAS Help Window.

Exiting the Program

When you finish your work, you should always exit AMAS. Never turn off your computer without first saving your work and closing all windows that are open.

To exit from AMAS:

1. Close any word processing documents that you have opened from your Workspace using the  Return to AMAS button.
2. Close any open windows within AMAS by double-clicking the close bar in the upper left corner of the window(s). If the Closing dialog box is displayed, click the Save Then Exit button to save your work.
3. From the AMAS File Menu, select Exit.
4. Click Yes in the “Are you sure you want to quit AMAS?” dialog box. The AMAS Workbench is closed, but the Session Manager is still open.
5. In the Session Manager Window, click the Exit button on the toolbar. Or, select Exit from the File Menu.
6. Click Yes in the “Do You Want to Exit Standard Procurement System (AMAS)?” dialogue box. The AMAS Session Manager is closed.

Unit 3: Workflow/Document Creation

Objectives

This unit explains how to do the following:

- Identify incoming items in your In Box.
- Maintain your private address book.
- Create and send mail messages.
- Create and edit documents.
- Route folders, documents and forms, using the General Routing option.
- Transfer ownership of folders, documents and forms, using the Transfer option.

Routing

The routing features of the system allow you to interact with other users by sending and receiving items, transferring ownership, and participating in a paperless approval process.

Approval Routing and General Routing allow you to send items to other users with restrictions. Transfer allows you to give items to other users. If you have an appropriate managerial user role, Assign allows you to distribute work to other users. A Mail Message form is available for composing messages to other users. To check the status of items you have routed, a Tracking Report may be generated.

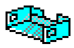
Types of Routing

Type:	Recipient:	Source of address list:	User responsible for maintaining address list:
Approval Routing	Members of approval thread	Thread Builder window	System Administrator
Assign	Selected subordinate	Supervisor/Team Leader Maintenance window	System Administrator
General Routing	Selected user	Private Address Book	Individual user
Transfer	Selected user	Private Address Book	Individual user

In Box and Out Box

The routing process utilizes two system folders, the Out Box for sending items to other users, and the In Box for receiving items.

In Box

 The In Box is located at the top of the Navigator on the left side of the workspace. If you have mail or routed items in your In Box, the color changes from blue to red. To empty the In Box, move incoming items to other folders. To find out who owns an item routed to you, use the Get Information command.

You can identify routing actions by looking for the following symbols attached to items in your In Box:

 **Routed to you for Approval:** You need to review the item and either approve or disapprove it.

 **Approved:** An item you routed for approval has been returned to you with the necessary approvals.

 **Disapproved:** An item you routed for approval has been returned to you for revisions.

 **Assigned:** An item has been assigned to you by another user who retains ownership of it.

Out Box

 The Out Box is one of the system folders located directly under the File Cabinet in the Navigator. Dragging an item to the Out Box activates the Routing dialog box. (You should be sure your Out Box is visible before starting to drag an item to it.)

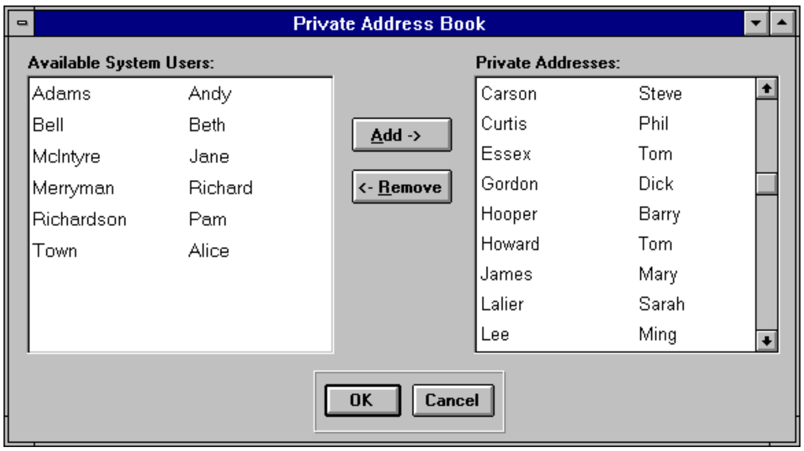
Note: Items may also be routed by selecting the Route command from the Pop-up Icon Menu, eliminating the need to click and drag items to the Out Box for Routing.

Address Book

To route or transfer items electronically to other system users, you must select a personal list of addresses, known as your Private Address Book, from a list of all system users.

To maintain your private address book:

1. Select Address Book from the Utilities Menu. The Private Address Book window (shown below) is displayed.



2. To add a user, select a name in the Available System Users list. Click the Add button to place the name in your Private Addresses list.
3. To delete a user, select a name in the Private Addresses list. Click the Remove button to move the name back to the Available System Users list.
4. Click OK when you finish customizing your address book. *Do not use the close bar or choose close from the drop-down menu. Any changes made to your address book will not be saved.*

Practice Exercise

Exercise 3-1: Establish a Private Address Book

Establish a Private Address Book, with a list of addressees to whom you may want to route items.

Follow these steps to complete this exercise:

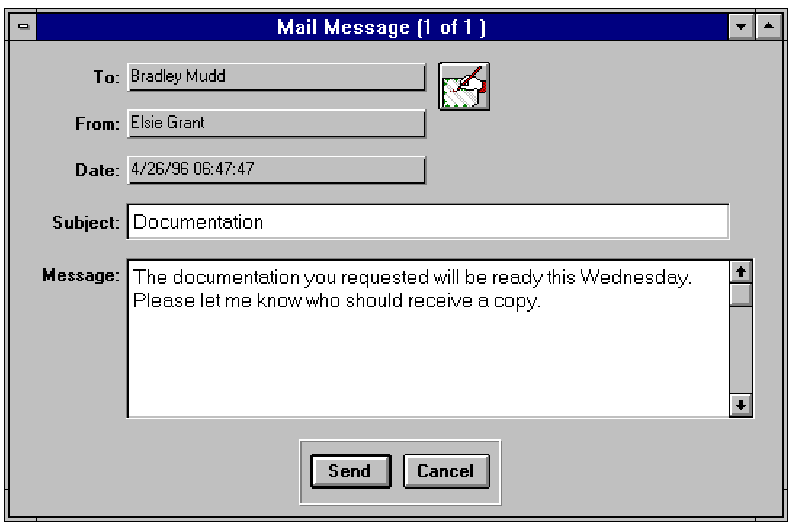
Step	Action
1	Select Address Book from the Utilities Menu.
2	Select a name in the Available System Users list to add a user.
3	Click the Add button to place the name in the Private Address list. Add as many users as directed by the instructor.
4	Click OK to exit the Private Address Book Window.

Creating Mail Messages

When you want to send a brief message to another user, you may find it easier to create a Mail Message than to create a *Word* document. Mail messages may be sent to users in your Private Address Book.

To create a Mail Message:

1. Open the folder where you want to file the Mail Message.
2. Activate the Pop-up Workspace Menu.
3. Select Create Document/Form, then Miscellaneous.
4. Select Mail Message from the list of miscellaneous documents and forms.
5. Click OK to accept the suggested title. (When you send the message, the Subject becomes the title, so there is no need to enter one here, unless you need a distinct title to identify the icon right away.) A form icon for the Mail Message is created in the open folder.
6. Double-click the icon. The Mail Message window is displayed.



7. Click the Addresses button  to display the Address Book dialog box. Select a name and click OK. To select multiple recipients, press the **Ctrl** key as you click each name.
8. Enter a title for the mail message in the Subject field.
9. Enter text in the Message field.
10. Click the Send button to route the message to the addressee(s). The Mail Message Window is closed automatically.
11. Click the Cancel button to close the Mail Message window without sending a message.

Note: This is not e-mail; you cannot reply, forward or perform other functions normally associated with e-mail.

Practice Exercises

Exercise 3-2: Send a Mail Message

Create several mail messages and send them to other students in the training course.

Follow these steps to complete this exercise:

Step	Action
1	Activate the Pop-up Workspace Menu.
2	Select Create Document/Form.
3	Select Miscellaneous.
4	Select Mail Message.
5	Click OK to accept the suggested title.
6	Double-click the form icon for the Mail Message.
7	Click the Addresses button in the Mail Message Window to display the Address Book dialog box.
8	Select the name designated by the instructor and click OK.
9	Enter a subject and a message.
10	Click the send button.

Exercise 3-3: Receive a Mail Message

Open your In Box and read the messages received from other students.

Follow these steps to complete this exercise:

Step	Action
1	Open the In Box.
2	Double-click each mail message to open the Mail Message Window and read the message.
3	Your mail message was from:
4	Double-click the close bar to exit the window.

Creating Documents

All documents are created using word processing templates. Documents are available throughout AMAS, with applicable documents being available in connection with your current activities. For example, if you are in the negotiation phase of the procurement, only those documents needed for the negotiation process are available when working in the Negotiations Folder.

When working with word processing documents throughout AMAS, always exit the document using the footprints button (Return to AMAS). **Closing documents using the standard word processing toolbar at the top of the screen may result in the loss of your data in the document when you exit and the document will have to be deleted and recreated.**

To demonstrate opening a document in AMAS, we will create a Route Sheet Document. The Route Sheet may be included in any folder to be routed, to hold any special information the receipient should know when reviewing or working with the routed material. The Route Sheet is a standard word processing document with a memo-like layout.

To create a Route Sheet:

1. Open the folder where you want to place the Route Sheet.
2. Activate the Pop-up Workspace Menu. Select Create Document/Form, then Miscellaneous.
3. Select Route Sheet form the list of miscellaneous documents and forms.
4. In the name dialog box, either accept the default title by clicking OK, or enter a customized title and click OK. (It is a good idea to use the default title, Route Sheet, to make it easy for the recipient to identify the Route Sheet document. You may add a subject, i.e., Route Sheet Widgets, to help identify the document.) A document icon is placed in your workspace.
5. Edit the document the same as any other word processing document. Use the tab to move from field to field, and Shift Tab to move backwards from field to field.
6. Exit the document by pressing the footprints button (Return to AMAS).

Editing Documents

All documents are edited using word processing functions.

To edit a document:

1. Open the folder which contains the document to be edited.
2. Double-click the document's icon. The document is opened in your word processor.
3. Enter additions or modifications to the text.
4. Click the **Unprotect** button  on the document toolbar if the document is protected from changes and you want to enter text in places other than gray-shaded fields.

To print a document:

1. Open the document to be printed.
2. Print the document according to standard print commands for your word processing software.

To close a document:

1. Select Return to AMAS  from the document toolbar to save and close your document. Word processing remains open in the background when you return to your Workspace Window.

Using the Document Toolbar

When you edit a document in *Word*, a special document toolbar is displayed with buttons appropriate for the type of document, as follows:

ICON	TITLE	USAGE
	**Return to AMAS**	Click this button to save changes to your current document and close it. If it is the only document open, your will return to your wokspace.
	**Protect for Forms**	Click this button to allow text to be entered in gray-shaded fields, but prevent changes in other text.
	**Unprotect**	Click this button to allow text to be added or edited in any portion of the document *except* gray-shaded fields.
	**Help**	Click this button to access the AMAS Program Help file. (Use the Help Menu to access word processing Help.)
	**Builder**	Click this button to open the dialog box that allows you to build the document. It is available only when you are assembling a Solicitation, Contract, RFQ or Order document.
	**Retrieve SF 30**	Click this button to retrieve data for the SF 30 form. It is available only when you are working in an Amendment or Modification document.
	**Retrieve Mod Text**	Go to page 2, then click this button to generate the amendment or modification text. This button is available only when you are working in an Amendment or Modification document.

Protecting and Unprotecting Documents

The Protect for Forms button and the Unprotect button on the document toolbar toggle the Protect Document (for Forms) command on the word processing Tools Menu. Documents must be Protected to edit data in gray-shaded form fields, and Unprotected to enter or edit other text.

If a document is Protected:	**If a document is Unprotected:**
Text may be entered *only* in gray-shaded form fields.	Text may be entered in all parts of the document *except* gray-shaded form fields.
The Tab key may be used to move from field to field, simplifying data entry.	Any attempt to edit a gray-shaded form field results in the selected field being replaced by the typed text.
	A form field that is accidentally deleted (or replaced with regular text) may be recovered by immediately selecting the Undo command on the word processing Edit Menu.

The purpose of form fields is to retrieve information from the database, and update this pre-filled data if revised information is entered elsewhere in the AMAS program. For example, if a different Contracting Officer is designated in the Procurement Parameters Window, the new name is automatically placed in any document form field that requires it, until the document is marked Complete. Pre-filled fields are updated every time a document is opened, regardless of whether the document is Protected or Unprotected. Updates will only occur if the document is “in process.”

Protecting a document allows text in gray-shaded form fields to be edited without deleting the field. In an unprotected document, if a gray-shaded form field is selected (the field is darker gray when selected) any keystroke deletes the field and replaces it with the type character(s). Regular text that replaces a deleted form field is saved with the document. However, if the deleted field was pre-filled from the database, it is no longer updated automatically, and an error message is displayed each time the document is opened.

Practice Exercise

Exercise 3-4: Prepare a Route Sheet

Create a Route Sheet document in the Miscellaneous Folder.

Follow these steps to complete this exercise:

Step	Action
1	Open the Miscellaneous Folder created in an earlier unit.
2	Create a Route Sheet document in the folder.
3	Open the document and enter text.
4	Save your work and close the document.

General Routing

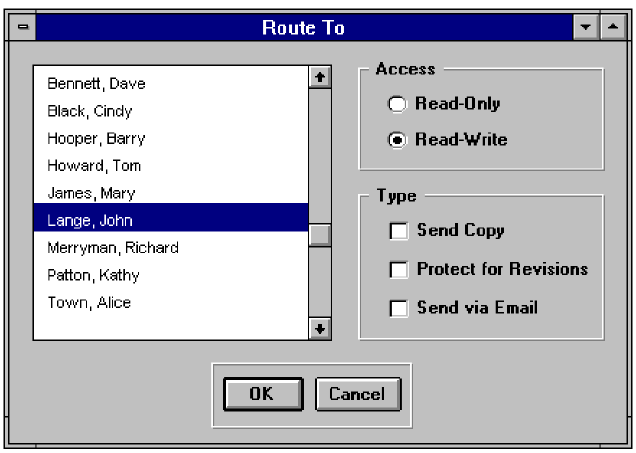
General routing extends privileges to any number of users, but only one user at a time may edit a routed item. When you use General Routing, you retain ownership of the routed material.

To route an item or folder:

1. Open the folder where the item to be routed is located. (The icon that represents the item to be routed must be displayed in the right side of the Workspace window.)
2. Do one of the following:
   - Point to the icon and click the right mouse button to activate the Pop-up Icon Menu. Select Route.

   OR

   - Drag the icon from the right side of the workspace window to the Out Box in the Navigator. (Before you drag the icon, use the Navigator's vertical scroll bar to display the Out Box.). The Routing dialog box is displayed.
3. Select General Routing and click **OK**. The Route To dialog box is displayed.
4. Select the user(s) to whom you want to send the item. The list contains the users in your Private Address Book (see above).



5. In the Suspense Date block, enter a deadline for the return of the routed material to you.
6. In the Access Panel, select Read-Ony to prevent the recipient from making changes or Read-Write to give the recipient editing privileges.
7. In the Type Panel, if you extended editing privileges, select Send Copy to route a copy rather than the original, and Select Protect for Revisions to record the recipient's changes with revision marks.
8. To route an item to an individual outside the system, select Send via E-mail under Type (connection to an electronic mail system is required).

9. Click **OK** to route the item. An envelope symbol attached to the icon indicates that it is routed to another user.

Note: When selecting Read-Write, it is a good idea to specify Protect for Revisions to record changes to *Word* documents. When a document is returned, you may select Revisions from the *Word* Tools Menu to view any changes and accept or reject them. For information about using revision marks, see the Microsoft *Word* documentation.

Transfer of Ownership

When you transfer something, the ownership of the item or folder is passed to the user you select. The item or folder is no longer visible in your workspace.

1. Open the folder where the item or folder to be transferred is located.
2. Do one of the following:
   - Point to the icon and click the right mouse button to activate the Pop-up Icon Menu. Select Route.

   OR

   - Drag the icon from the right side of the workspace window to the Out Box in the Navigator. (Before you drag the icon, use the Navigator's vertical scroll bar to display the Out Box.).
3. The Routing dialog box is displayed.
4. Select Transfer and click OK. The Transfer To dialog box is displayed.
5. Select the recipient from the list of users in your private address book, and click OK.

Approval Routing

Any item or folder marked complete can be routed for approval. Approval routing sends an item sequentially to a list of users in an approval thread. Each member of the thread approves or disapproves the item, and it continues automatically to the next member or back to the user who routed it.

Once the item is approved by the last user in the approval thread, it is either returned to the originator of the thread, or it changes ownership to the current user (the last person in the thread), depending on the parameters specified in the approval thread. After an item has cleared the entire approval thread, it is marked with an Approved symbol.

When a PR Folder is routed for approval, the last member of the thread automatically receives a mail message. If PR Folder approval threads are set up with a user in the Contracts office as the last recipient, this message serves as a notification of the incoming procurement request.

To route an item or folder for approval:

1. Open the folder where the item or folder to be routed is located. Make sure the material to be routed for approval has the Completed status.
2. Do one of the following:

Point to the icon and click the right mouse button to activate the Pop-up Icon Menu. Select Route.
or
Drag the icon from the right side of the workspace window to the Out Box in the Navigator. (Before you drag the icon, use the Navigator's vertical scroll bar to display the Out Box.)

3. The Routing dialog box is displayed. Select Route for Approval and click OK.
4. The Select an Approval Thread window is displayed. Select an approval thread and click OK.
5. The Assign Suspension Days window is displayed. In the block next to each thread member's name, enter the maximum number of days you want the individual to review the material before making an approval decision. You must enter a number for each individual, then click OK. (When the routed material is in a thread member's workspace, the system calculates a Suspension Date and lists it in the individual's Tickler Report.)
6. A message box confirms the start of the route for approval process. Click OK.
7. A Locked symbol (padlock) is attached to the icon in your workspace to indicate that the folder or item can not be edited while it is routed for approval.
8. When the folder or item is approved, an Approved symbol (check mark) is attached to the icon. Disapproved folders or items are identified by a Disapproved symbol (prohibitory slash in a circle).

Tip: If you are not sure which approval thread to select, open the Thread Viewer window to examine the parameters and members of selected threads.

Tracking Report (Immediate)

Changes in ownership and activities such as approval routing may be traced by viewing a tracking report for certain folders or items in your workspace. Each change in status is listed in the tracking report, providing a history of who performed what action involving the folder or item. Not all folders or items have Tracking Reports available.

To view a Tracking report:

1. Point to a folder, document or form, and activate the Pop-up Icon Menu.
2. From the pop-up menu, select Tracking, then Immediate.
3. A report window is displayed which lists each action performed on the selected folder or item, the date of the action, the source (the name of the user who carried out the action), and the destination (the recipient if the item was routed).
4. To exit the report window, click the close button in the title bar.

Viewing Approval Threads

If you are not sure which thread to select for approval routing you may want to examine one or more threads before you make your choice. By opening the Thread Viewer window, you may research individual approval threads to see who is included, what restrictions apply to items as they are routed along the thread, and who will own the routed item after approval.

The capability to create and edit approval threads is limited to users with the super user or system administrator roles.

To examine approval threads:

1. To examine an approval thread, select View Approval Thread from the Utilities menu.
2. The Select a Thread to View window is displayed.
3. Select the name of the thread you want to examine and click OK.
4. The Thread Viewer window is displayed.
5. In the Thread Parameters section of the window, the following options may be specified:

Send Message After Each Approval: If this option is marked, the system sends a message to the originator after each user approves the routed item. If it is not marked, the approval process continues silently. (PR Folders always activate a mail message from the originator to the last thread member, regardless of whether this option is marked.)
Continue on Conditional Approval: If this option is marked, the item continues in the approval thread if it is disapproved by a member, then returns to the originator for revisions when it reaches the end of the approval thread. If it is not marked, a disapproved item is returned to the originator immediately.
Revisions Allowed: If this option is marked, the routed item has read-write access and changes may be made by members of the approval thread. If it is not marked, the routed item has read-only access.
After Last Approval... Return to Originator: If this option is marked, ownership of approved items remains with the user who routed them. (Point PR folders are automatically transferred after approval, regardless of the thread parameter.)

- After Last Approval... Transfer Ownership: If this option is marked, ownership of approved items is transferred to the last member of the approval thread.
- File Class: This selection indicates what category of items the approval thread takes: folders, documents or forms.
- File Type: The type of document, form or folder is displayed here. This may be either the name of an individual item, or a group of similar items.

6. The Thread Members list at the lower right shows the members of the approval thread in the order in which they will receive the routed folder or item.
7. Click the OK button when you are finished reviewing the thread.

Practice Exercise

Exercise 3-5: Route a Folder with a Route Sheet

Route a Miscellaneous Folder to a fellow student.

Select a student in the class to route a Miscellaneous Folder to. Include a route sheet giving instructions to return the folder to you immediately. Fill in each of the steps you took to complete this exercise in the table below.

Step	Action
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Unit 4: Procurement Package Folder

Objectives

In AMAS, the Procurement Package Folder and its subfolders are where you perform the majority of your procurement work for large contracts. This unit discusses the purpose and contents of the Procurement Package Folder.

For additional understanding in Creation of a Procurement Request (PR) folder see Appendix F.

When you finish this unit, you will be able to do the following:

- Review a PR Folder
- Create a Procurement Package Folder
- Migrate a PR Folder into a Procurement Package Folder
- Create, edit and print forms
- View context-sensitive Help for a form
- Create a Procurement Checklist

Procurement Package Folder Contents

The documents and forms available in the Procurement Package Folder include:

DOCUMENTS

Acquisition Plan
Solicitation
Technical Advisory Reports

FORMS

DD 1423 (CDRL)
FAD Sheet
Fund Certification Request
Patent Rights
Procurement Checklist

Reviewing PR Folders

When a PR Folder is received by the contracts office, it arrives in the In Box of the designated recipient, who must review the contents, and either accept or reject the folder. All the information in a PR Folder has Read-Only access when the contracts office receives it. Changes are made by preparation of a PR modificatioin called a Point PR. After the PR Folder is accepted in Contracts, it is assigned to a Buyer/Negotiator for use with a PR Folder. PALT is started at the time the folder is assigned. A green clock face will be attached to the PR Folder icon to indicate that PALT has started. Only the user who assigned a PR Folder can suspend or resume the PALT clock.

By opening the PR Folder and examining the contents, the recipient can decide whether the procurement request is complete.

To review a PR Folder:

1. Double-click the In Box icon in the Navigator to open it.
2. Double-click the icon for a newly-received PR Folder (the contract number will appear next to the icon) to display its contents in the right portion of the Workspace Window.
3. Double-click the icon for the Procurement Request form to open the Procurement Request Window. Review the information on the PR Form and close the window by double-clicking the close bar.
4. Activate the Pop-up Workspace Menu and select Parameters. The PR Parameters Window is displayed. Review the information entered in the various panels, then close the window. (The ACRN, Addresses, GFE, and Attachments Panels are the only panels visible in the PR Parameters Window at this time.)
5. Activate the Pop-up Workspace Menu and select Line Items. The PR Line Item Window is displayed. Review the information entered in the Line Item Panels, then close the window.
6. Activate the Pop-up Workspace Menu and select Sources. The PR Recommended Sources Window is displayed. Look at the organizations listed, then close the window.
7. Open and review any documents and forms that accompany the procurement request. Close the documents by clicking the Return to AMAS button and close the forms by double-clicking the close bar.
8. Close the PR Folder by clicking the In Box icon or File Cabinet icon in the Navigator.

What is in a Procurement Package?

The Procurement Package Folder is a *master folder* which holds all information associated with a specific procurement, from receipt of the procurement request (in a PR Folder) to retirement of the contract file. It is the system equivalent of a *contract master file*. The Solicitation phase of the procurement is handled at the Procurement Package master folder level, and other phases are processed in various subfolders within the master folder and its subfolders. When you open the master folder or any subfolder, the Pop-up Workspace Menu choices are automatically customized to allow you to create folders, documents and forms that apply to a specific stage of the procurement process.

The following table lists, in approximate chronological order of use, the folders which are automatically placed in a newly created Procurement Package master folder or may be created in the master folder or subfolders as needed.

Folder Type	Creation	Purpose
Procurement Request (PR)	This is not a subfolder, but rather a master folder created by the requiring activity. After a PR Folder is assigned to a Negotiator, it is migrated (moved) into a Procurement Package Folder by the user.	Serves as the requirements package holder for all information submitted by the program office. May contain subfolders, including a Miscellaneous Folder. Contains data which may be migrated into the Procurement Package Folder to establish the initial data in the Procurement Parameters and Procurement Line Item Windows. (PR Folders received for orders under IDTC contracts are migrated to Order Folders.)
Planning	Created in Procurement Package Folder, or at the file cabinet level (not inside another folder), by the user.	Provides menu access to planning documents and forms, including the Acquisition Plan and the Procurement Plan.
Pre-Solicitation	Automatically placed in a new Procurement Package Folder.	Provides menu access to documents and forms needed to identify the procurement methodology being followed.
Amendment	Created in a Procurement Package Folder by user, when an *Issued* Solicitation must be changed or canceled.	Provides menu access to the Amendment Parameters and Amendment Line Item Windows, and the Amendment document.

Folder Type	Creation	Purpose
Negotiation	Automatically placed in a new Procurement Package Folder.	Provides menu access to documents and forms needed for negotiations, responsibility determination, and fair and reasonable price determination.
Contract	Automatically placed in a new Procurement Package Folder. Additional Contract Folders may be created by user, when needed for multiple awards.	Provides menu access to the Contract Parameters and Contract Line Item Windows, and documents and forms needed for contract preparation and award (including the Contract document). After the Contract is Awarded, receiving information is entered in the Contract Folder.
Award	Automatically placed in a Contract Folder, when user changes the status to *Awarded*.	Provides menu access to forms needed after a contract is awarded, including the DD 350, the Post-Award Synopsis Notice, and the Contract Distribution List.
Order	Created in an *Awarded* Contract Folder by user, when an Order must be prepared.	Provides menu access to documents and forms needed to process orders under an Indefinite Delivery Type Contract (IDTC).
Modification	Created in an *Awarded* Contract Folder by user, when a Contract must be changed or terminated.	Provides menu access to the Modification Parameters and Modification Line Item Windows, and the Modification document.
Correspondence	Created in a Procurement Package or Contract Folder by user.	Provides menu access to outgoing correspondence documents (with tracking capabilities).
Administration	Created in an *Awarded* Contract Folder by user, when contract administration documents are needed.	Provides menu access to documents needed for contract administration actions, such as responses to claims and protests, and payment authorization.
Close Out	Automatically placed in a Contract Folder when the user changes the status from *Awarded* to *Physically Complete*.	Provides menu access to forms needed for the contract close out process.
Miscellaneous	Created in any folder by user.	Provides a filing location for work that does not belong in other subfolders. Does not offer a special menu, but includes the menu of Miscellaneous documents and forms that is available in all folders.

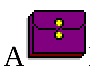
Creating a Procurement Package Folder

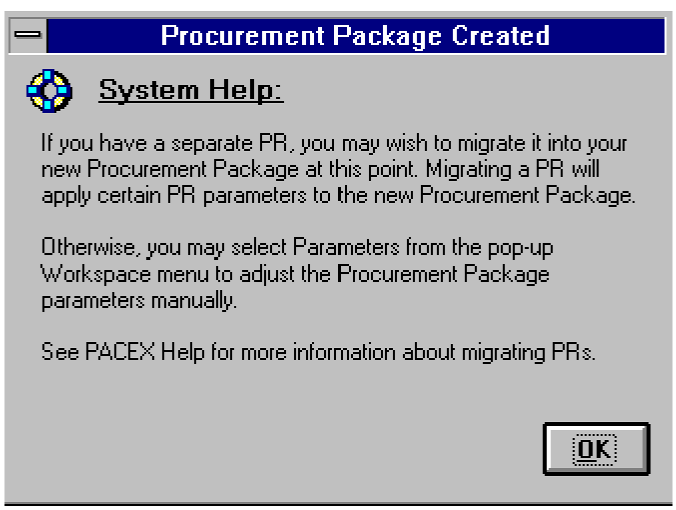
The Procurement Package Folder allows you to build solicitations and contracts from procurement requests received from project offices. When a Procurement *Request* (PR) Folder is assigned to you, it arrives in your In Box. When you migrate (move) it into a Procurement *Package* Folder, data from the PR Folder is pre-filled in the Procurement Parameters and Procurement Line Item Windows.

You must have the Negotiator user role to create a Procurement Package Folder.

To create a Procurement Package Folder:

1. Click the file cabinet icon at the top of the Navigator to close any open folders. The contents of the file cabinet should be displayed in the right workspace.
2. Activate the Pop-up Workspace Menu.
3. Select Create Folder, then Procurement Package.

4. In the name dialog box (above), either accept the default title by clicking OK, or enter a title and click OK. A  Procurement Package Folder and subfolders are created. The folder is opened and the subfolders displayed in the right workspace. The following message is displayed:



5. Click OK.

Migrating PR Folders to Procurement Packages

Once a PR Folder is approved, its status is Read-Only. The user to whom it is assigned migrates it into a Procurement Package Folder and uses it as the basis for preparing a Solicitation and Contract.

When you move an assigned PR Folder to a Procurement Package Folder, the action is interpreted as a special AMAS procedure known as *migrating a PR*. Before you migrate a PR Folder, you must first create a Procurement Package Folder for it. PR Folders assigned to you arrive in your In Box. The PR documents and forms in the PR Folder are Read-Only (they are a record of what you received). Some of the documents may be incorporated in the solicitation or contract document, or designated as attachments or exhibits.

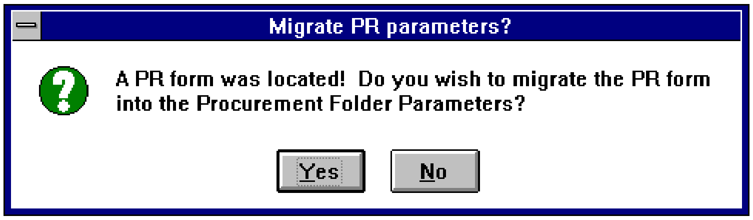
During the migration process, you are given the option of migrating the parameters and line items, which means the line items are copied from the PR Folder, and will be displayed in the Procurement Line Item Window the first time you open it, you can then modify them. This generally saves a lot of work, compared to entering all the information from scratch. Your changes are saved in the Procurement Package Folder, and when you build a Solicitation document, the line items are retrieved from the Procurement Line Item Window.

To migrate a PR Folder:

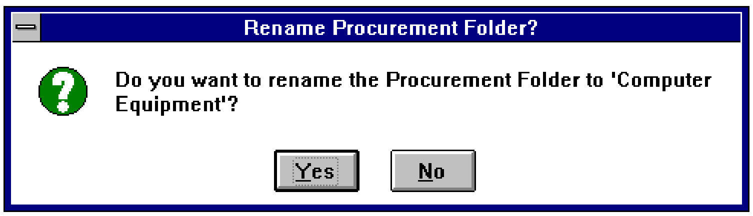
1. Open the In Box (or other folder where the PR Folder is located). The PR Folder must be displayed in the right workspace.
2. Use the scroll bar to make the Procurement Package Folder visible in the Navigator. (Do not highlight or open the Procurement Package Folder.)
3. Use the mouse to drag the PR Folder from the right workspace (In Box) to the Procurement Package Folder in the Navigator. Release the mouse button when the Procurement Package Folder title is highlighted.

When you drop the PR Folder on the Procurement Package Folder, some of the following messages may be displayed:

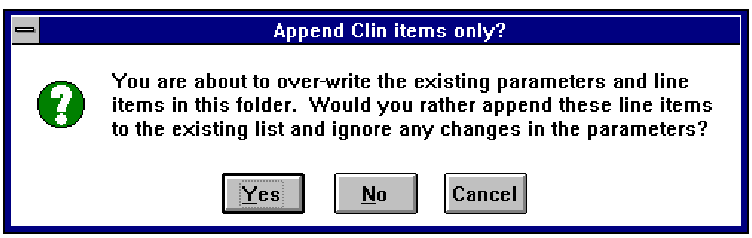
- **Migrate PR parameters?** Click Yes to copy the data from the PR Parameters Window to the Procurement Parameters Window. (You may edit the parameters later if necessary.) Click No to preserve the existing procurement package parameters.



- **Rename Procurement Folder?** Click Yes to replace the Procurement Package Folder title with the PR Folder title (displayed in the dialog box). Click No to retain the procurement package title.



- **Append CLIN Items Only?** If there are already line items in your Procurement Package Folder, you are asked if you want to add the new line items to the existing ones, or overwrite the current line items. If you click Yes, the line items are added to those already in your Procurement Package Folder. No existing line items are overwritten. If you click No, the line items in the new PR Folder replace the ones already in the Procurement Package Folder.



4. After replying to the message(s), the PR Folder is placed in your Procurement Package Folder and the actions you selected in the dialog boxes are implemented.

5. Double-click the Procurement Package Folder icon in the Navigator to open it. Three subfolders will appear in your Workspace – Contract, Negotiations and Pre-Solicitation.

Practice Exercises

Exercise 4-1: Create a Procurement Package Folder

Create a Procurement Package Folder with the title "Example."

Follow these steps to complete this exercise:

Step	Action
1	Click the file cabinet icon at the top of the Navigator to close any folders that may be open in your workspace.
2	Point to a blank area in the right portion of the Workspace Window, and click the right mouse button to activate the Pop-up Workspace Menu.
3	Select Create Folder, then Procurement Package.
4	In the Name dialog box, enter "Example" and click OK.

Exercise 4-2: Migrate a PR Folder

Migrate an assigned PR Folder (including the parameters and line items) from your In Box to the "Example" Procurement Package Folder, retaining the "Example" title.

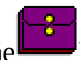
Write a detailed list of the steps you took to complete this exercise in the table below:

Step	Action
1	
2	
3	
4	
5	

Creating Forms

AMAS includes templates for a number of standard forms, and some blocks are pre-filled with information already in the database, saving time. Most of the forms are displayed as facsimiles on the screen and you may use the **Tab** key to move from block to block, filling in information. Context-sensitive help is available for the facsimile forms.

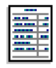
To create a form in a Procurement Package folder:

1. Open the  Procurement Package Folder.
2. Activate the Pop-up Workspace Menu and select Create Document/Form. Select Procurement Package. Available documents are displayed above the line, and available forms are displayed below the line.
3. Select a form from the list of forms available.
4. If the Name dialog box is displayed, either enter a new title and click OK, or accept the default name by clicking OK.
5. An icon representing the selected form is placed in the Procurement Package Folder, with the specified title.
6. Double-click the icon for the form to open it for editing.
7. Data entered in the Procurement Parameters and Procurement Line Items Windows is pre-filled where appropriate.

Editing Forms

AMAS includes templates for a number of standard forms, and some blocks are pre-filled with information already in the database, saving time. Most of the forms are displayed as facsimiles on the screen, and you may use the **Tab** key to move from block to block, filling in information. Viewing context-sensitive help is available for the facsimile forms and is described on the following page.

To edit a form:

1. Open the folder which contains the form to be edited.
2. Double-click the  form's icon. The form is displayed in a window with its name in the title bar.
3. Use the **Tab** key to move the cursor to each field. (**Shift + Tab** moves the cursor to the previous field.)
4. Enter or edit the information in the blocks.
5. Close the form by clicking on the Save Then Exit or Close bar.

The following is a list of the types of fields found in forms:

Type of Field	Description
Blank	Fields where information may be entered are outlined with a non-printing box that is visible when you select the field with the Tab key or mouse. You may enter information or make a selection from a drop-down list box.
Pre-filled	Pre-filled fields contain information which has already been entered elsewhere in the procurement. (For example, once a contract number is assigned in the Procurement Parameters Window, it is automatically placed in forms and documents.)
Lookup	If the cursor changes to a magnifying glass when you move it over a field, double-click to activate the Lookup command, then make a selection from the dialog box that is displayed. When you Lookup an entry for one block, the system may fill in related blocks. (For example, if you select a point of contact, the system enters the matching organization code, address, and telephone number(s) in the appropriate fields or blocks). If no selection applies, data may be typed in most Lookup fields.
Check Boxes and Lists	Some forms contain lists of items that are checked automatically if any information is entered in the corresponding block or line. Some Check Boxes depend on others in a group being marked or cleared.
Calculations	If a block requires a sum or other mathematical equation based on data you have entered, the answer is automatically generated.

To print a form:

1. Open the form to be printed.
2. Point to the form in the window and click the ***right*** mouse button to activate the Pop-up Data Window Menu.
3. Select Print Page. The form is printed, using your default printer and settings.

To save changes:

1. Double-click the Close Bar for the form or data window.
2. The Closing dialog box is displayed with three options.
3. To save your work and close the window, click the Save Then Exit button.

To view context-sensitive help for a form:

1. Place the cursor in the form block for which you need instructions and press **Shift + F1**. The Help topic that includes information about the current block is displayed in the Help Window.
2. If the Help Window covers a part of the screen that you want to see, point to the title bar and drag the Help Window to another location.
3. To view other Help topics, use the Contents, Search or Browse (forward and backward arrows) buttons.
4. If you wish to keep Help open and visible, click on Help from the Help Menu bar, and click Always On Top.
5. If you wish to keep Help open but *not* visible, click outside the Help Window to return to the form.
6. Double-click the close bar to exit the Help Window.

Practice Exercise

Exercise 4-3: Create a Form Within the Procurement Package Folder

Create and edit a DD 1423 (CDRL) within the Pre-Solicitation Folder.

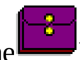
Follow these steps to complete this exercise:

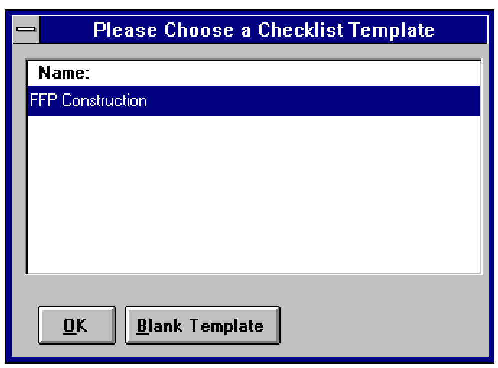
Step	Action
1	Double-click the Procurement Package Folder icon to open the Folder. Activate the Pop-up Workspace Menu and Select Create Document/Form, then Procurement Package.
2	Select DD 1423 (CDRL) from the menu of available documents and forms.
3	If the name dialog box is displayed, either enter a new title or click OK, or accept the default name by clicking OK.
4	Verify that you created the form *inside* the Procurement Package Folder.
5	Open the form and review the data.
6	Click on a field within the form and select Shift + F1 to view the Help topic about the current field.
7	Click the Save Then Exit button.

Creating a Procurement Checklist

A Procurement Checklist may be created in the Procurement Package Folder to keep track of milestones. Procurement Checklists are not required by the system, but are a convenient way to keep track of deadlines. Milestone dates may be linked to each other, so that when one milestone due date is changed, related due dates are automatically adjusted. The Tickler Report (see the Reports unit at the end of this manual) summarizes the milestones recorded in every Procurement Package Folder in your workspace.

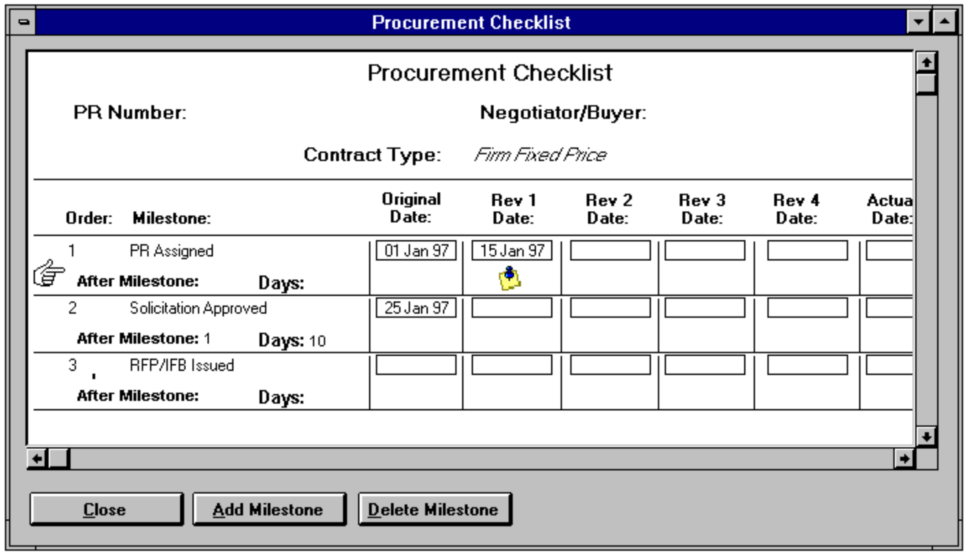
To create a Procurement Checklist:

1. Open the  Procurement Package Folder where you want to create a Procurement Checklist.
2. Activate the Pop-up Workspace Menu and select Create Document/Form.
3. Select Procurement Package, then Procurement Checklist.
4. In the Please Choose a Checklist Template dialog box, select a template and click OK, or click the Blank Template button if no templates are listed or you want to add all milestones yourself. (Templates are based on the Contract Type selected in the Procurement Parameters Window.)



5. In the name dialog box, either accept the default title by clicking OK, or enter a title and click OK. A form icon for the Procurement Checklist is placed in the open folder.

6. Double-click the form icon to open the Procurement Checklist Window.



7. If you created a blank Procurement Checklist, an empty row for the first milestone is automatically placed in the window. In the Milestones column, select a milestone from the drop-down list box. Create all milestonses before entering in any dates. In the Original Date column, enter a date.

8. To make the due date of a milestone dependent on another milestone, enter the number of the milestone to be completed first in the After Milestone field, and the time allowed between the two milestones due dates in the Days field.

9. If you created a Procurement Checklist from a template, a number of milestones are listed. In the Original Date column, enter dates for the milestones that apply to your procurement.

10. To delete a milestone, select it and then click the Delete Milestone button.

11. Click the Add Milestone button to add new rows to the checklist.

12. To edit a milestone, point to the field you wish to edit, click mouse button 1 and enter the new information.

13. Click the Close button to exit the Procurement Checklist Window.

14. To view a report that lists the milestones for all your Procurement Checklists, select Contract from the Report Menu, then Tickler.

15. When a milestone needs to be updated, open the Procurement Checklist Window (by double-clicking the form icon) and enter the revised dates or new milestones using the edit process described in Step 12.

16. Click the Close button to exit the Procurement Checklist Window.

Note: The system automatically inserts The Actual Date of a milestone in the Procurement Checklist only if it is an event that the system tracks, such as: Solicitation Issued or Contract Awarded. For other milestones, you must enter the Actual Date the milestones are accomplished. For example, the date for the Negotiations Commence milestone is not available in the database.

Practice Exercise

Exercise 4-4: Create a Procurement Checklist

Create a procurement checklist in the “Example” Procurement Package Folder.

Follow these steps to complete this exercise:

Step	Action
1	Highlight the “Example” Procurement Folder in the Navigator and activate the Pop-up Workspace Menu.
2	Select Procurement Package, then select Procurement Checklist.
3	Select a checklist template and click OK.
4	Enter a title for your checklist and click OK.
5	Click on the form icon for the Procurement Checklist to open the form.
6	Make the due date of each milestone (with the exception of milestone 1) contingent upon the completion of the previous milestone by filling in each “After Milestone” field with the previous milestone number, and enter 14 in each milestone’s “Days” field.
7	Add a final milestone titled “Go on vacation” to occur 10 days after completion of the previous milestone.
8	Enter January 1 in the “Original Date” field for Milestone 1.
9	When will you go on vacation if all milestones are completed as scheduled? Answer: ______________________________

Unit 5: Parameters

Objectives

The Parameters Window and the Line Item Window are two of the most important tools in AMAS. Information that applies to the entire procurement is entered and edited in the Parameters Window.

Exceptions to the Parameters data that apply to individual line items are recorded in the Line Item Window, where a list of line items for the procurement is maintained. This unit covers the Parameters Window, and the Line Item Window is described in the next unit.

When you finish this unit, you will be able to do the following:

- Differentiate between the Line Item Window and the Parameters Window
- Open the Parameters Window when working with various folders within the Procurement Package Folder
- Enter and edit Parameters data in all panels of the Parameters Window
- Access data in the Lines of Accounting Maintenance Window
- Enter and edit data in the Contacts Window of the Addresses Panel
- Prepare a list of clauses for use in UCF documents (solicitation and contract), using the Clauses Panel of the Parameters Window
- Conduct a Regulations Search
- Assign contract and solicitation numbers using the Procurement Auto-Numbering dialog box

Parameters and Line Item Data

Large amounts of procurement data are maintained in the Parameters and Line Item Windows, ranging from general information (such as contract type, ACRNs, and addresses of parties involved in the procurement) to detailed shipping instructions. AMAS retrieves this information and places it where it belongs in forms and documents. When you edit information in the Parameters or Line Item Windows, all forms and documents are updated automatically with the revised data (there are special procedures for editing UCF documents). Both the Parameters and Line Item Windows gather and save data in the proper format for Electronic Data Interchange (EDI) transmissions.

Parameters information applies to the entire procurement or all line items of the procurement, while Line Item information applies to individual line items. You should use the Parameters Window to enter information about the entire procurement, such as names and addresses of points of contact, identification of reference material, contract expiration date, shipping destination, method of payment, etc. The same information should be entered in the Line Item Window only if it needs to be customized for individual line items.

Data should be entered in the Parameters Window before opening the Line Item Window. Because data must be entered separately for each line item in the Line Item Window, it is more efficient to use the Parameters Window for information that applies to all line items, then note any exceptions in the Line Item Window. ACRN information must be entered first in the Parameters Window before it is available to assign to individual line items in the Line Item Window.

Data in the Parameters or Line Item Windows may be edited only when the status of the open folder is In-Process, or the folder is routed for approval with revisions allowed. In all other instances, the windows are Read-Only. A record of the Parameters or Line Item data for each folder is retained in the database. As you move on to use the Parameters and Line Item Windows in other folders, your work does not affect previous folders in the procurement sequence. You may open a folder at any time and view the data in the Parameters or Line Item Windows for that folder.

Understanding Parameters

Parameters are used to define business rules that apply to all aspects of the procurement action at the Procurement Package level. Some of the Parameters Panels displayed under the Parameters menu selection in the Procurement Package Folder are also used at the Line Items level. If the Parameters information will be different for one or more line item to be included in the procurement action, you should enter the appropriate information for each line item in the Line Items Panels rather than at the Procurement Package Folder Parameters Panels. If the same Parameters information will apply to all line items (with no changes in the information), you should enter the appropriate information into the Parameters Panel rather than enter the information for each line item in the Line Items Panels.

The Parameters menu selection is available throughout the AMAS serving as a data entry capability or read-only capability depending on which folder you have open. The Parameters menu selection is available in the Procurement Package Folder, Amendment Folder, Contract Folder, and Modification Folder as mandatory information that must be provided at that point in the process. The Parameters menu selection is available in the Pre-Solicitation Folder and Negotiation Folder for viewing purposes only with no data entry to be accomplished inside of those folders.

When the PR Folder is placed into the Procurement Package Folder, Parameters information will be inherited from the PR Folder and displayed in the Procurement Package Folder. The information copied forward from the PR Folder can be modified inside of the Procurement Package Folder as appropriate.

Parameters should be started with the creation of the Procurement Package Folder and continue throughout the award of the procurement action and any modifications issued to that action. When you are working at the Procurement Package Folder level, you should enter all parameters that would have an impact on the Solicitation document including clause selection logic and automatic fill-in of clauses and documents. Once the Solicitation document is issued, the Procurement Package Folder Parameters are then marked "Read-Only" and cannot be changed for that procurement action. If Parameters need to be changed after the solicitation document is issued and prior to the due date or closing date of the solicitation, the information will need to be changed using an Amendment Folder. Parameters are available in the Amendment Folder and all changes necessary should be made within these Parameters. The Contract Folder will automatically inherit the Parameters information from the Procurement Package Folder but not from any changes made by an amendment. In order to incorporate any changes to the Parameters information made by Amendment into the Contract Folder, you will need to open the Contract Folder then Synchronize the information to carry the latest information forward into the Contract Folder. When you are recording quotations with the Sources menu selection, you have the ability to change the Line Item and Parameters information. When you copy the information from the Sources Line Items and Parameters Panels, some of the changed information will carry forward to the Contract Folder but not all of the Parameters information. You will need to open the Contract Folder Parameters then make any changes that are appropriate in order to carry them forward. The Contractor Name and Address entered as the successful offeror under the Sources menu selection will carry forward into the Contract Folder Parameters Addresses Panel. All of the Line Item information entered in the Contract Line Item Maintenance Window (CLIN) Panels will carry forward to the Contract Folder. The Contract Folder Parameters should include all of the information necessary to create the Contract document. The first Modification Folder created will inherit the Parameters information from the awarded Contract Folder allowing the user to make any changes necessary. Each subsequent Modification Folder will inherit the latest version of the Parameters information consolidated from the basic Contract Folder and all awarded Modification Folders.

Each Parameters Panel serves a myriad of functions within AMAS from providing fundamental information required for a procurement action, to establishing the criteria for implementation of business rules, to be used for automatically pre-fill required information in documents, forms, reports, and clauses. Each Parameters Panel serves a unique function within AMAS. A description of each panel and the purpose it serves is provided in the following table:

Parameters Panel	Description of Purpose
Main Panel	Used to provide fundamental information about the procurement action being processed. This Panel is required for all procurement actions and must be completed in the Procurement Package Folder, Amendment Folder, Contract Folder, and Modification Folder.
ACRN Panel	Used to provide all information about the accounting and appropriations to be used for the procurement action. This Panel is required for all procurement actions involving money and must be completed in the Contract Folder and Modification Folder.
Limits Panel	Used to establish the cost elements and total amounts for the total contract value. This Panel is required for all procurement actions involving money and must be completed in the Contract Folder and Modification Folder.
References Panel	Used to reference any numbers that are associated with the procurement action. This Panel is only required when there are numbers to be referenced in the procurement action and would be completed in the appropriate folder when the information was known.
Dates Panel	Used to identify any bid/proposal opening/closing dates as well as to define a finite date for the delivery or period of performance for the procurement action. This Panel is required in the Procurement Package Folder and Amendment Folder to identify opening/closing dates and will be used in the other folders as appropriate when delivery dates are to be described as finite dates.
Markings Panel	Used to identify any special markings associated with the deliveries to be made under the procurement action. This Panel is required when special marking instructions are to be provided for the items being delivered. This Panel would be completed within the appropriate folder based on when the information was known.
FOB Panel	Used to identify the FOB shipping information for the procurement action. This Panel is required when the FOB information is necessary for the procurement action. This Panel would be completed within the appropriate folder based on when the information was known.
Addresses Panel	Used to identify any organizations involved in contract performance including responsibility, name and addresses. This Panel is required to identify all of the organizations involved in contract performance and would start with the Procurement Package Folder then used in an Amendment Folder is anything was changed then completed in the Contract Folder then used in Modification Folder if there were any changes.
GFE/GFI Panel	Used to identify any government-furnished equipment or property to be provided for the procurement action. This Panel is required if there is any government-furnished equipment to be provided to the contractor. This Panel would start with the Procurement Package Folder then be used in the Amendment Folder if there were any changes then finalized in the Contract Folder then used in the Modification Folder is there were any changes.

Parameters Panel	Description of Purpose
Ranges Panel	Used to identify any quantity variations allowed or warranty periods to be applied to procurement action. This Panel is required if there are any ranges to be specified for the procurement action. This Panel would be completed in the Contract Folder and could be completed if applicable in the Procurement Package Folder, Amendment Folder, and Modification Folder.
Clauses Panel	Used to identify the clauses that will apply to the procurement action. This Panel is required in the Procurement Package Folder and Contract Folder and would be used if there were any changes in the Amendment Folder or Modification Folder.
Lead Time Panel	Used to identify delivery schedules based on relative delivery dates. This Panel is required if you want to specify the delivery dates based on events rather than discrete dates. This Panel would be completed in the Contract Folder and could be completed in the Procurement Package Folder if a solicitation is to be used or in the Amendment Folder or Modification Folder is any changes were necessary.
Attachments Panel	Used to identify any attachments to the solicitation or contract documents. This Panel is required if there are any attachments to the solicitation or contract document. This Panel would be completed in the Contract Folder but could be used in the Procurement Package Folder if a solicitation is to be used or in an Amendment Folder or Modification Folder if changes are necessary.

Within the Procurement Package Folder Parameters, there are Panels that are mandatory in each folder, Panels that are optional in each folder, and Panels that become mandatory in only some folders. The Parameters Panels and a description of which panels are mandatory and when they become mandatory is provided in the following table:

Opening the Parameters Window

When you open the Parameters Window in a Procurement Package Folder, or any of the subfolders within it, the Main Panel is selected, and all tabs are available. However, in a PR Folder, only four panels (ACRN, Addresses, GFE, and Attachments) may be viewed, as they are the only ones used by the program office.

To open the Procurement Parameters Window:

1. Open the folder where the Parameters need to be edited.
2. Activate the Pop-up Workspace Menu.
3. Select Parameters. The Parameters Window is displayed, with the Main Panel selected. Additions and changes are saved automatically each time you select a new panel, or insert or append a new row.
4. Exit the Parameters Window by double-clicking the close bar. If the Closing dialog box is displayed, click Save Then Exit to save new data in the current panel.

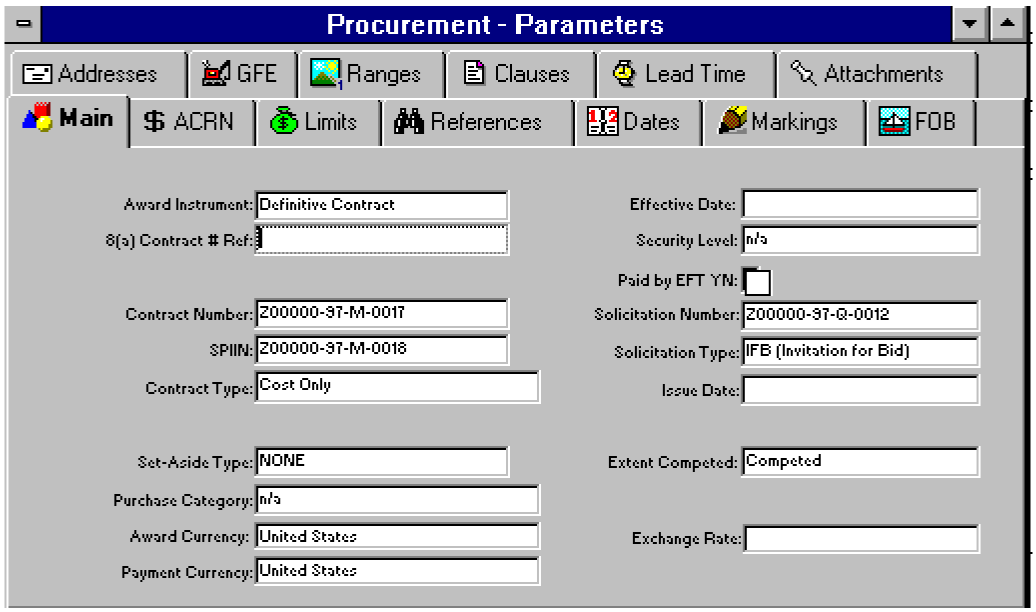
Note: The Parameters Window can also be opened by pointing to the desired folder, activating the Pop-up Icon Menu, and selecting Parameters.

Parameters Window: Main Panel

The Main Panel of the Parameters Window holds basic information about the procurement, such as the contract type, security level, and set-asides.

In a Simplified Acquisition Procurement Folder, the Main Panel varies slightly from the illustration below, and the variations are noted in the explanation of each field.

To use the Main Panel:



1. Open the Parameters Window and click the Main tab.
2. Fill in the fields as described below.

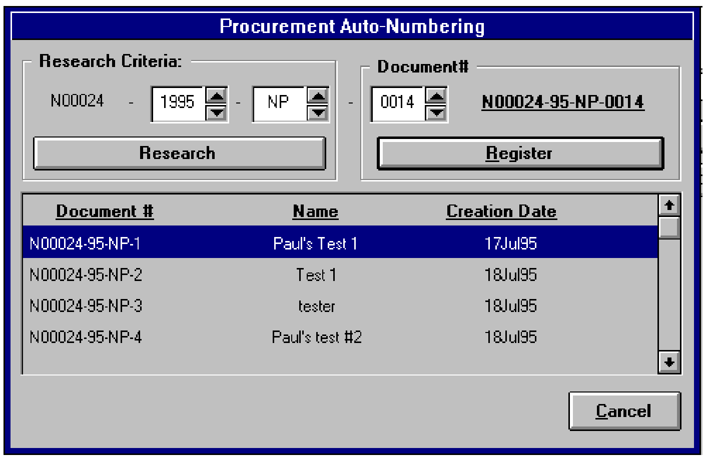
Field	Data Entry Description
Award Instrument	Select the type of award or order from the drop-down list box. If none of the selections applies, select n/a.
8(a) Contract # Reference	Enter the applicable contract number for the delivery order, task order, or blanket purchase agreement.
Contract Number	Assign a contract number using the Procurement Auto-Numbering dialog box (see the description in this unit), *after* you have selected an Award Instrument type (the contract number is contingent upon the data entry in the Award Instrument field). If an existing contract number applies to the procurement, enter it. For a small procurement, enter the Procurement Instrument Identification Number (PIIN).
SPIIN	If applicable, assign a Supplementary Procurement Instrument Identification Number using the Procurement Auto-Numbering dialog box.

Field	Data Entry Description
Contract Type	Select the contract type from the drop-down list box. If none of the selections applies, select *n/a*.
Small Procurement Type	(Simplified Acquisition Procurement only) - Select the type of procurement from the drop-down list box.
Set-Aside Type	Select the type of set-aside from the drop-down list box.
Purchase Category	Select a description from the drop-down list box.
Effective Date	Enter the effective date for the awarded contract.
Security Level	Select the level of security required from the drop-down list box. If access is not restricted, select *n/a*.
Paid by EFT	Method of payment for the procurement will be Electronic Funds Transfer.
Solicitation Number	(Simplified Acquisition Procurement: **RFQ Number**) - Assign a solicitation number using the Procurement Auto-Numbering dialog box, *after* you have selected a Solicitation Type (the solicitation number is contingent upon the data entered in the Solicitation Type field).
Solicitation Type	(Simplified Acquisition Procurement: **RFQ Type**) - Select the type of solicitation from the drop-down list box.
Issue Date	Enter the issue date for the solicitation.
Extent Competed	Select the type of competition from the drop-down list box. **Note:** Justification and Authorization documentation (J&A) will only be available if "Competed" is NOT selected in this field.
Award Currency	Select a country from the drop-down list box or select *n/a*.
Payment Currency	Select a country from the drop-down list box or select *n/a*.
Exchange Rate	Enter the exchange rate to be used, if applicable.

Procurement Auto-Numbering

The Procurement Auto-Numbering dialog box is displayed when you double-click a PR, Contract, Order, Solicitation, or RFQ Number field in a form, dialog box, or data window. The system keeps track of assigned numbers and suggests the next available number. The number with the appropriate letter(s) that represent the Type of Award Instrument or Solicitation Type is suggested automatically when the user opens the dialog box. (Select the Award Instrument or Solicitation Type before opening the Procurement Auto-Numbering dialog box.) You can research existing numbers and re-use a previously assigned number if necessary. (The system warns you before assigning an existing number to another procurement.)

To use the Procurement Auto-Numbering dialog box:



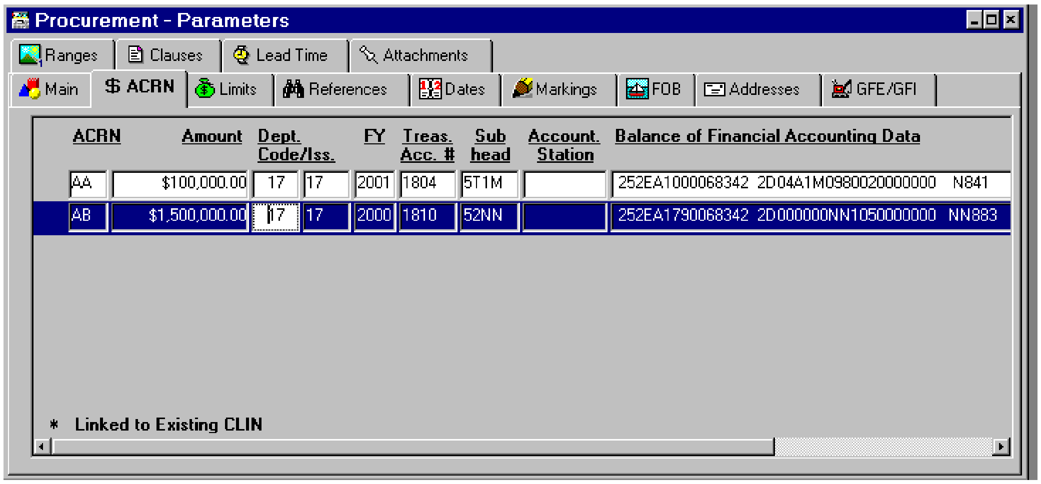
1. Highlight the Procurement Package Folder in the Navigator.
2. Activate the Pop-up Workspace Menu and select Parameters.
3. In the main Parameters Window Panel, point to the Contract Number field (or other number field). When the cursor changes to a magnifying glass, double-click to “Lookup” a number. The Procurement Auto-Numbering dialog box is displayed.
4. Assign the number in the *Document #* section of the dialog box in the upper right corner by clicking the Register button.
5. Change the last four digits of the number by using the spin box next to the suggested number, if necessary.
6. Research existing numbers using the spin boxes in the *Research Criteria* section to select a year and the type of number, then click the Research button. A list of existing contract numbers based on the research criteria is displayed. Use the scroll bar or arrow keys to move up and down the list. To use an existing number, select it from the list and click the Register button.

7. If you selected an existing number and did not modify it, a message box is displayed to warn you that the number is already in use. Click Yes to re-use the number or No to cancel the assignment and select another number.
8. When you Register a number, the Procurement Auto-Numbering dialog box is closed and the number placed in the field where you clicked to activate it. To close the dialog box without registering a number, click the Cancel button.

Procurement Parameters Window: ACRN Panel

The ACRN Panel allows you to edit the lines of accounting that apply to the procurement. The ACRN numbers entered here appear in the drop-down list box in the Pricing Panel of the Line Item Window, where they are assigned to individual line items.

To use the ACRN Panel:



1. Highlight the Procurement Package Folder in the Navigator and activate the Pop-up Workspace Menu and select Parameters.
2. Open the Parameters Window and click the ACRN tab.
3. Add a row of ACRN data by selecting Append or Insert from the Form Menu.
4. Enter the appropriate data. Use the horizontal scroll bar to view the end of the line. Add as many ACRN lines as you need.
5. To look up an ACRN previously entered in the Lines of Accounting Window (see next page), first add a blank row and a department code, then double-click it to access the Lookup table. Select an ACRN from the list and click OK.

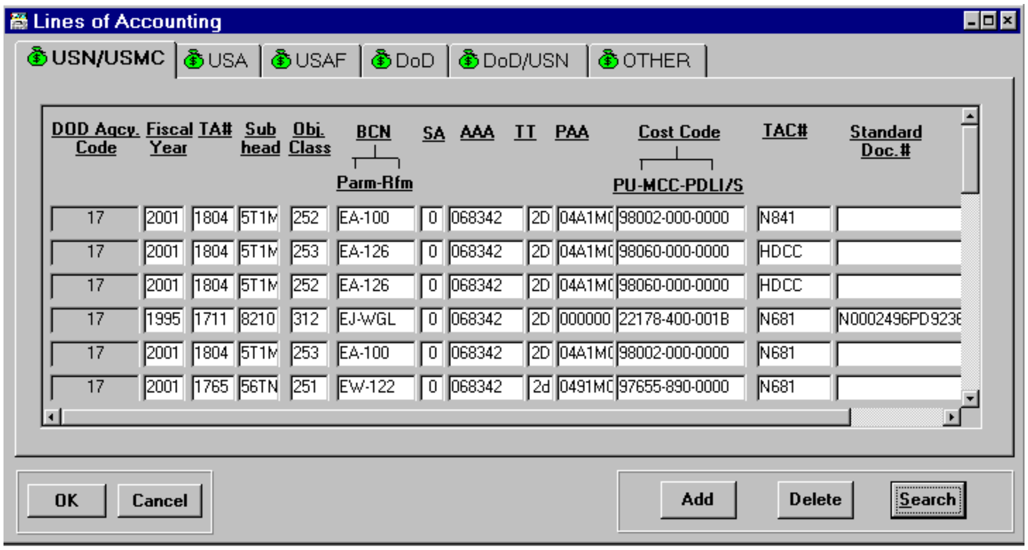
Note: To activate the Look-up function detailed on the following page, the Department Code field *must* be completed.

6. Delete a row of ACRN data by selecting the row, clicking any field in it, then selecting Delete from the Form Menu.
7. When ACRN data is entered, and the user exits the ACRN Panel, a confirmation message box is displayed asking the user to verify that the data is correct before it is saved.

Lines of Accounting Maintenance Window

You may enter frequently used ACRN information in the Lines of Accounting Maintenance Window. This is an optional step that allows you to create a Lookup list of ACRN numbers for the Lookup selection in the ACRN Panel of the Parameters Window.

To maintain an ACRN list:

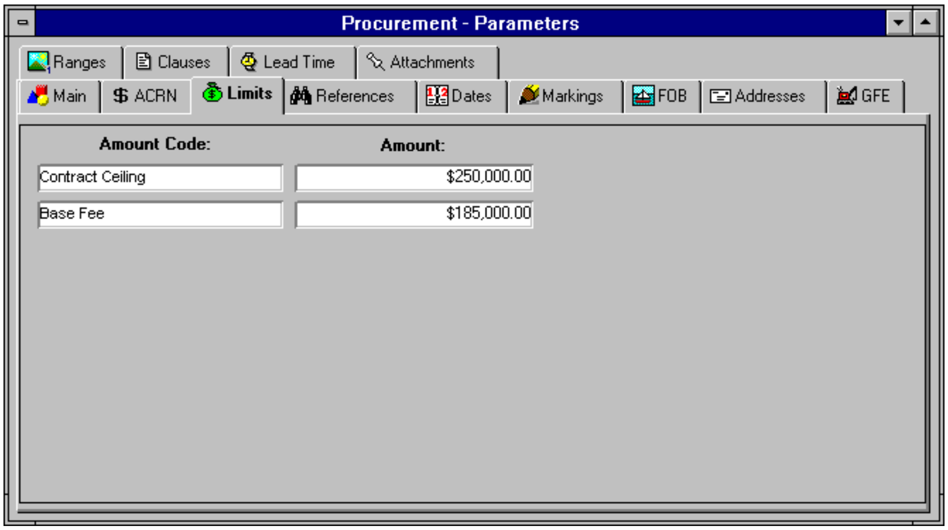


1. Select Lines of Accounting from the Utilities Menu. The Lines of Accounting Maintenance Window is displayed.
2. Click the Add button to add a row of blank text entry fields. Your work is saved when you add a new row or select another row.
3. Type the new information in the field that needs to be changed to edit a row.
4. Click the Delete button to delete a row.
5. Click the Search button to search for lines of accounting by their Standard Doc#.
6. Click on the arrow keys to view information that is not visible in the window, if necessary.
7. Click on Cancel to discard any changes to the *current* row.
8. Click OK to close the window and save the current row.

Parameters Window: Limits Panel

The Limits Panel allows you to enter pricing limitations that apply to the procurement as a whole. To enter pricing for individual line items, use the Line Item Window Pricing Panel.

To use the Limits Panel:



1. Open the Parameters Window and click the Limits tab.
2. Add a row of data by selecting Append or Insert from the Form Menu.
3. Select the type of pricing from the drop-down list box in the *Amount Code* column. Selections depend on the Contract Type selected in the Main Panel of the Parameters Window. (Some Contract Types do not have any selections available in the drop-down list box other than *n/a*.)
4. Enter the amount that corresponds to the type of pricing you selected in the *Amount Code* column in the *Amount* column.
5. Delete data by clicking within one of the data fields, and select Delete from the Form Menu.

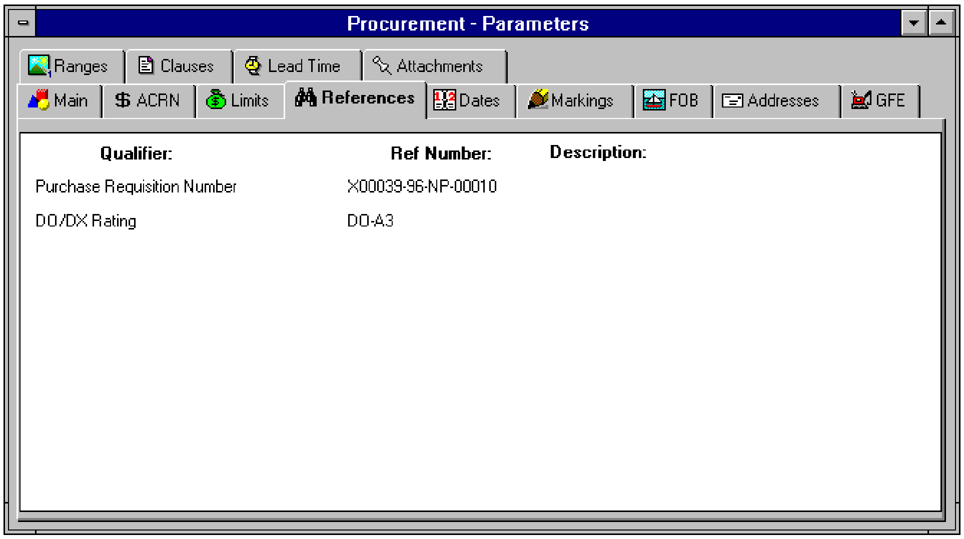
Note: If you experience problems saving and exiting this panel, click on Form drop down menu and select Regenerate. Then repeat step 5.

6. Data is saved when another panel is selected or if the Parameters Window is closed with the close bar.

Parameters Window: References Panel

The References Panel in the Parameters Window allows you to identify sources of detailed information that apply to the entire procurement. If you want to enter reference information for individual line items, use the References Panel in the Line Item Window.

To use the References Panel:

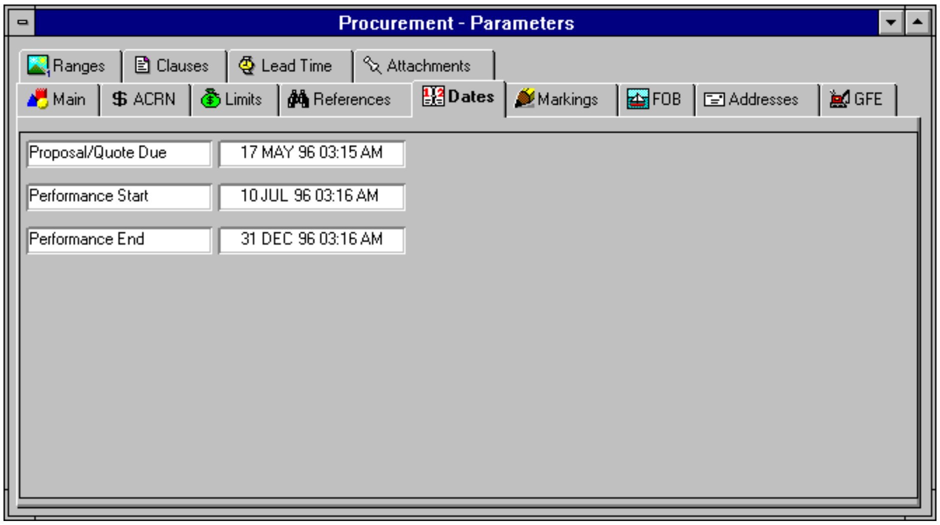


1. Open the Parameters Window and click the References tab. Some references, such as the PR Number, may be identified automatically.
2. Add a blank row for a new reference by selecting Append or Insert from the Form Menu. You may add as many references as necessary.
3. Select a *Qualifier* which identifies the type of reference from the drop-down list box.
4. Enter a specific code, document number, paragraph number, or other number in the *Reference Number* column to identify the information applicable to the procurement.
5. Enter reference information in a few words in the *Description* column.
6. Delete a reference by clicking on the row or data and selecting Delete from the Form Menu.
7. Data is saved when another panel is selected or if the Parameters Window is closed using the close bar.

Parameters Window: Dates Panel

The Dates Panel in the Parameters Window allows you to specify dates that apply to the entire procurement. To customize dates for individual line items, use the Dates Panel in the Line Item Window.

To use the Dates Panel:

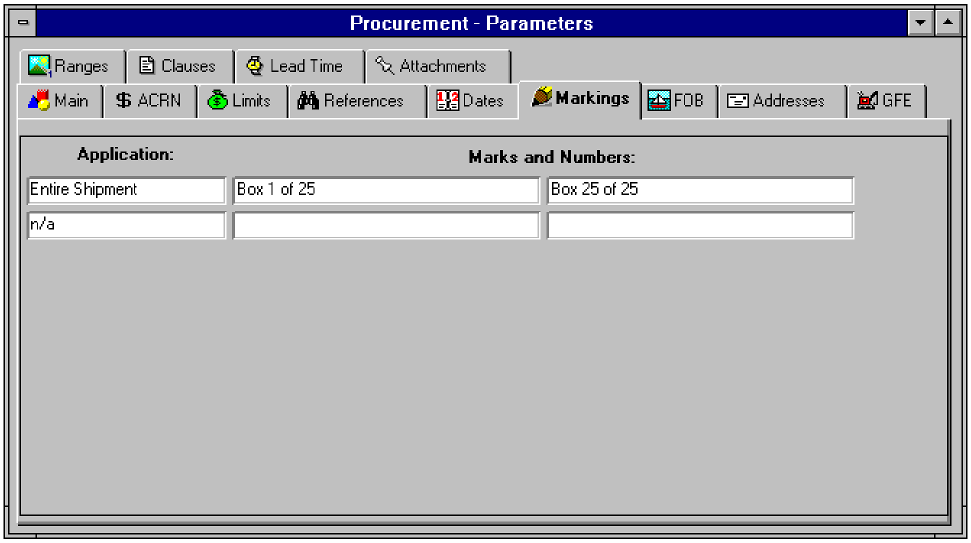


1. Open the Parameters Window and click the Dates tab.
2. Add a date by selecting Append or Insert from the Form Menu. A row of blank data entry fields is created.
3. Fill in the *Type of Date* data in the first column by selecting a type from the drop-down list box.
4. Enter a *Date* in the second column.
5. Delete a date by clicking on the date and selecting Delete from the Form Menu.
6. Data is saved when another panel is selected or if the Parameters Window is closed using the close bar.

Parameters Window: Markings Panel

The Markings Panel allows you to specify markings for shipments, including MILSTRIP/FDSTRIP, transportation control or project priority numbers. The information you enter here applies to the entire procurement, *except* those line items that have different markings specified in the Markings Panel in the Line Item Window.

To use the Markings Panel:



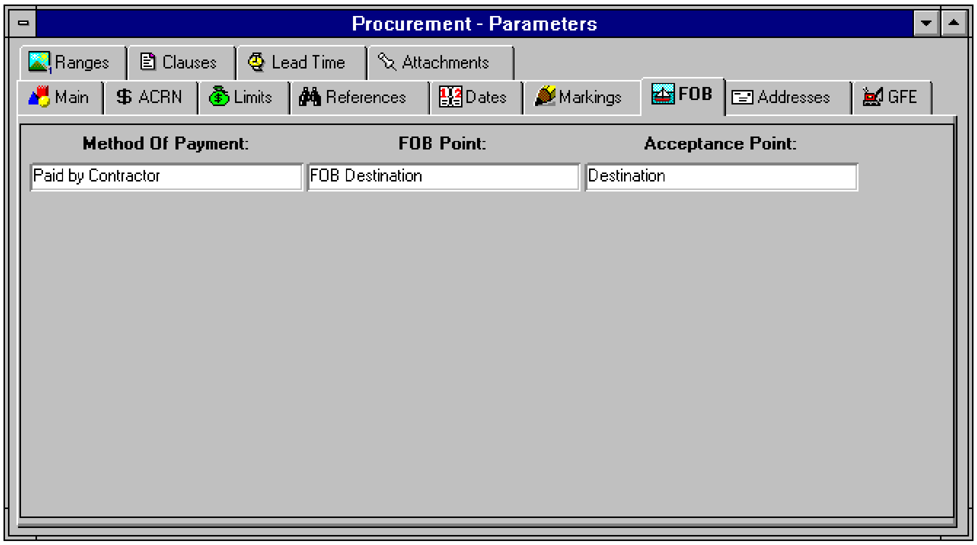
1. Open the Parameters Window and click the Markings tab.
2. Add blank rows by selecting Append or Insert from the Form Menu. Two rows of blank data entry fields are created. (Rows are added and deleted in pairs to match electronic data standards.) If you need only one row, use the first and leave the second blank.
3. Select *Entire Shipment* or *n/a* from the drop-down list box in the Application column. (For partial shipments, you must use the Markings Panel in the Line Item Window.)
4. Enter the identification information in the two Marks and Numbers columns that should be used for the shipment. Use the two adjacent data fields to specify the beginning and ending of a series of markings. (For example, a shipment might be packed in boxes numbered 1 to 25.)
5. Specify two sets of markings by using each row to specify one set.
6. Delete a pair of rows by clicking on one of the rows and selecting Delete from the Form Menu.
7. Data is saved when another panel is selected or if the Parameters Window is closed using the close bar.

Note: If you have one blank row at the bottom of the panel, do not use the Delete function as this will delete the bottom *two* rows.

Parameters Window: FOB Panel

The FOB Panel in the Parameters Window allows you to specify a shipping method for the entire procurement. If shipping methods vary for individual line items, enter the information in the FOB Panel in the Line Item Window.

To use the FOB Panel:



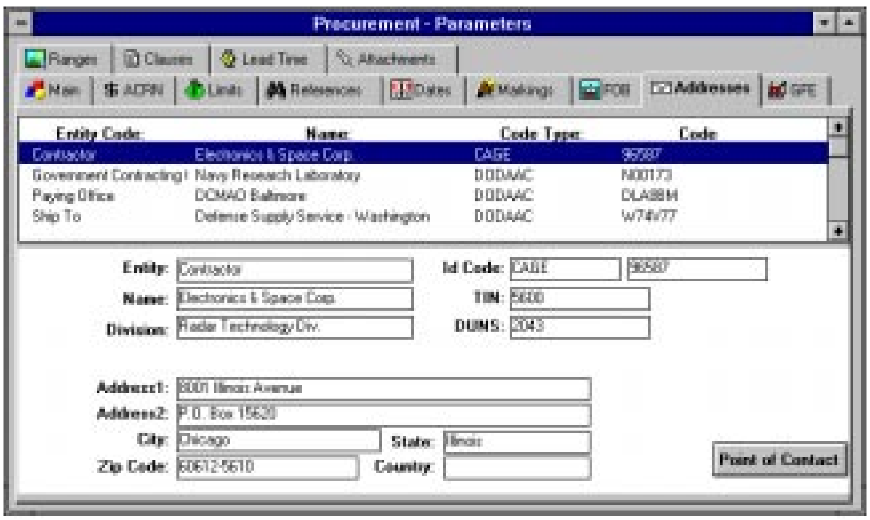
1. Open the Parameters Window and click the FOB tab.
2. To add a blank row, select Append or Insert from the Form Menu.
3. In the *Method of Payment* column, select *Paid By Contractor, Paid by Government* or *Prepaid by Contractor* to identify who is responsible for paying shipping costs. If none of these apply, select *n/a*.
4. Select the free-on-board (FOB) point for the *FOB Point* column from the drop-down list box.
5. Select the acceptance point for the shipment from the drop-down list box in the *Acceptance Point* column.
6. Delete a row by clicking on it and selecting Delete from the Form Menu.
7. Data is saved when another panel is selected or if the Parameters Window is closed using the close bar.

Parameters Window: Addresses Panel

The Addresses Panel allows you to identify the various organizations responsible for procurement activities, such as shipping, receiving, inspecting goods, processing payment, and auditing activities. The contractor and subcontractor are identified here. The information in the Addresses Panel in the Parameters Window applies to the entire procurement. To enter organization or contractor information for individual line items, use the Addresses Panel in the Line Item Window.

The Point of Contact button on this panel opens the Organization/Contractor - Contacts Window, where you may identify individuals to whom administrative communications may need to be directed at the organizations listed.

To use the Addresses Panel:

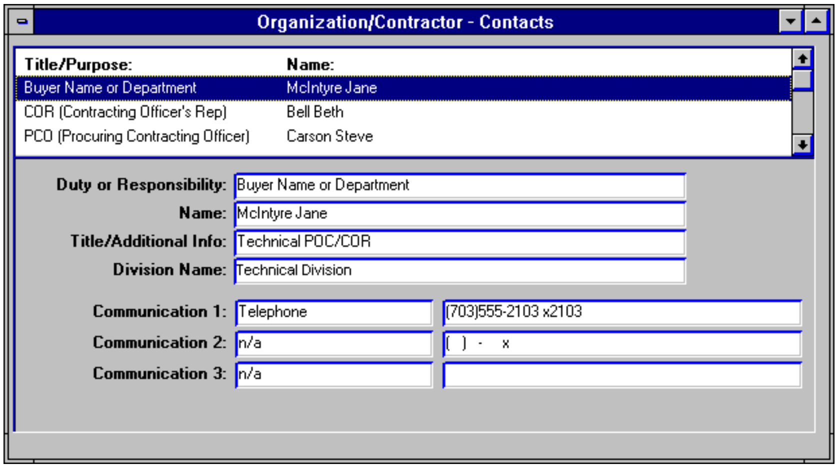


1. Open the Parameters Window and Click the Addresses tab.
2. Add an address by selecting Append or Insert from the Form Menu. A blank row is added to the upper section of the panel and a set of blank data entry fields is displayed in the lower section of the Addresses Panel.
3. Select an *Entity* code from the drop-down list box.
4. Activate the Lookup feature by double-clicking on the *Name* field. Names of individuals associated with the selected entity are displayed in a dialog box. Select a name and click OK, or click Cancel and then type a name in the *Name* field.
5. Add or edit the other address information by putting the mouse pointer over the field to be edited, clicking the primary mouse button, and then typing in the desired information.
6. Delete an address from the list by clicking on the address and selecting Delete from the Form Menu.
7. Click the Point of Contact button to open the Organization/Contractor - Contacts Window and identify individuals by name.

Organization/Contractor - Contacts Window

The Organization/Contractor - Contacts Window allows you to specify individuals who are associated with the procurement. This window is opened from the Addresses Panel of the Parameters Window by clicking on “Point of Contact.”

To use the Organization/Contractor - Contacts Window:

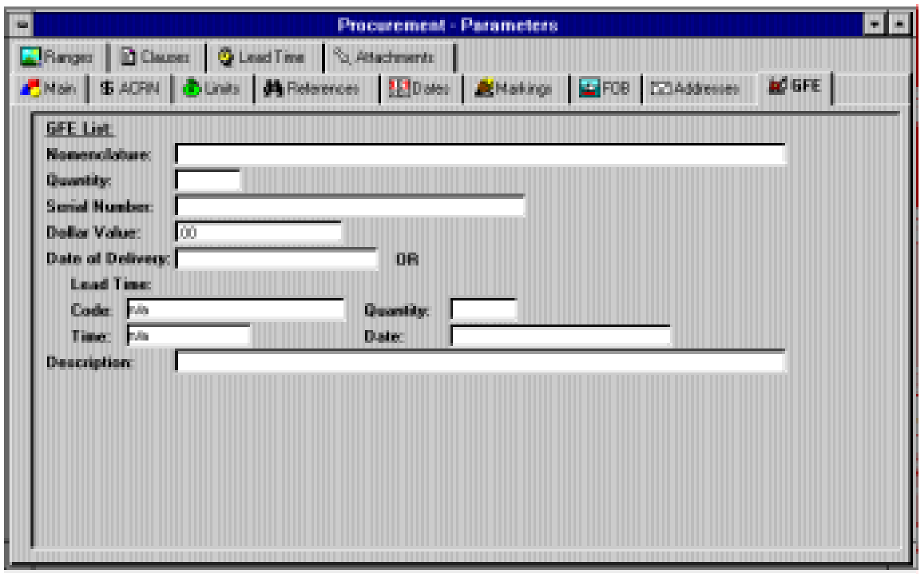


1. Click the Point of Contact button in the Addresses Panel of the Parameters Window.
2. Add a Point of Contact by selecting Append or Insert from the Form Menu. A blank row is added to the list in the top section of the panel, and a set of blank data entry fields is displayed in the lower section of the window.
3. Select a *Duty or Responsibility* from the drop-down list box.
4. Activate the Lookup feature by double-clicking on the *Name* field. Individuals who have the duty or responsibility you selected are displayed in a dialog box. Select a name and click OK, or click Cancel and then type a new name in the *Name* field.
5. Add or edit the other information for the Point of Contact.
6. Delete a Point of Contact by clicking to the name in the list and selecting Delete from the Form Menu.
7. Double-click the close bar to exit the window. If the Closing dialog box is displayed, click the Save Then Exit button.

Parameters Window: GFE Panel

The GFE Panel in the Parameters Window allows you to enter dates and descriptions for items to be furnished as Government Furnished Equipment (GFE).

To use the GFE Panel:



1. Click the GFE tab at the top of the Parameters Window.
2. Add a range by selecting Append or Insert from the Form Menu. A set of blank data entry fields are displayed.
3. Delete a row by clicking on it and selecting Delete from the Form Menu.

The following is an explanation of each field in the GFE Panel:

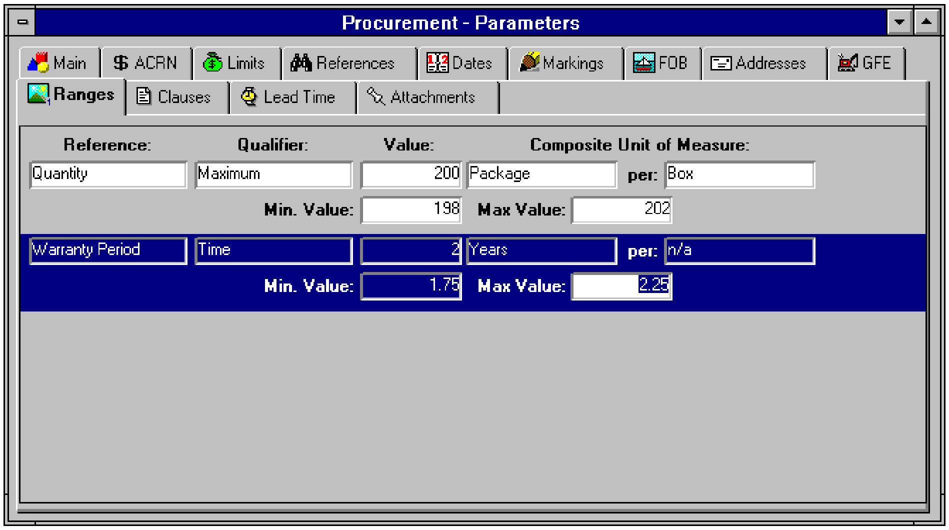
Field	Description
Nomenclature	Identify the type of GFE item.
Quantity	Enter the number of items of the identified type.
Serial Number	Enter the serial number(s) of the item(s).
Dollar Value	Enter the appropriate dollar amount.

Field	Description
Date of Delivery	Enter the specific date that the item(s) will be delivered to the contractor. Leave this field empty if Lead Time is to be specified in the following fields. This field also allows the entry of a time following the date. Time is based on the military clock. Times entered in the p.m. will be converted to military time when you move to another field.
Lead Time	Use the four **Lead Time** fields to specify a relative date of delivery. **Code** Select a type of delivery date from the following selections: Date of Award to Delivery, From Contractor's Request, From Previous Delivery, and n/a. **Quantity** Enter a unit of time. **Time** Select a time period from the following selections: Calendar Days, Month, Week, and n/a. **Date** Enter the effective date to correspond to the type of delivery date.
Description	Briefly describe the items to be furnished by the government.

Parameters Window: Ranges Panel

The Ranges Panel in the Parameters Window allows you to specify physical measurements or counts that apply to the entire procurement. You can specify minimum and maximum variations in quantity, per order or by specific time periods. Other measurements might include warranty periods, dimensions, tolerances, or weights.

To use the Ranges Panel:



1. Open the Parameters Window and click the Ranges tab.
2. Selecting Append or Insert from the Form Menu for each range you wish to add. A set of blank data entry fields, which are described below, is displayed.

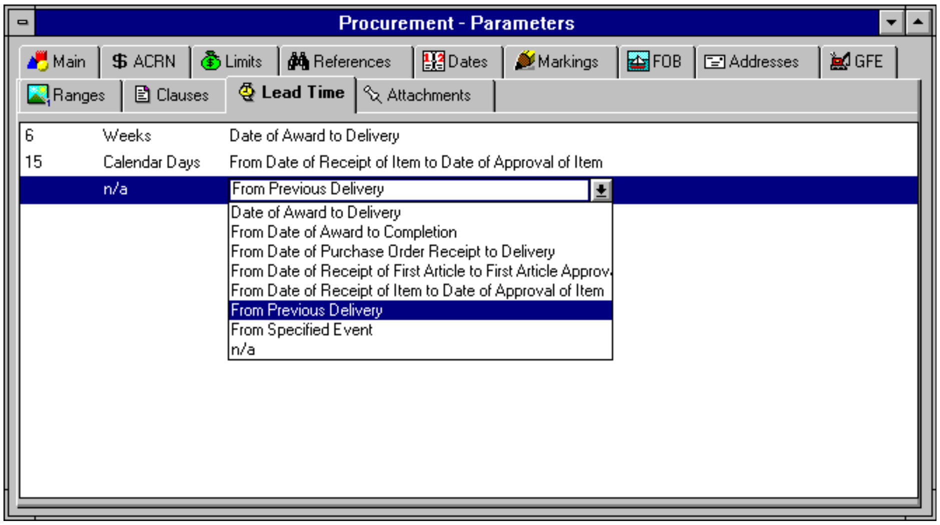
Field	Description
Reference	Select the type of range from the drop-down list box.
Qualifier	Select the measurement which identifies the type of measurement to be used.
Value	Enter a value that corresponds to the unit(s) of measure.
Composite Unit of Measure	Select a unit of measure from the drop-down list box(es). If only one unit of measure is needed, enter it in the first field, and select *n/a* in the second field. Use both fields to specify a composite unit of measure (for example, *pieces* per *carton*, or *gallons* per *hour*).
Minimum	Enter the minimum acceptable amount or quantity.
Maximum	Enter the maximum acceptable amount or quantity.

3. Delete a row by clicking on it and selecting Delete from the Form Menu.

Parameters Window: Lead Time Panel

The Lead Time Panel allows you to specify dates or relative dates for delivery. Information in the Parameters Window Lead Time Panel applies to the entire procurement. To vary the delivery instructions for various line items, open the Line Item Window and use the Lead Time Panel or Addresses Panel.

To use the Lead Time Panel:



1. Open the Parameters Window and click the Lead Time tab.
2. Add a delivery time by clicking in a blank area of the top section of the panel, and selecting Append or Insert from the Form Menu. Enter the lead time information as described below.
3. Delete a row by pointing to it and clicking to select it. Then select Delete from the Form Menu.

The following is an explanation of each field in the Lead Time Panel:

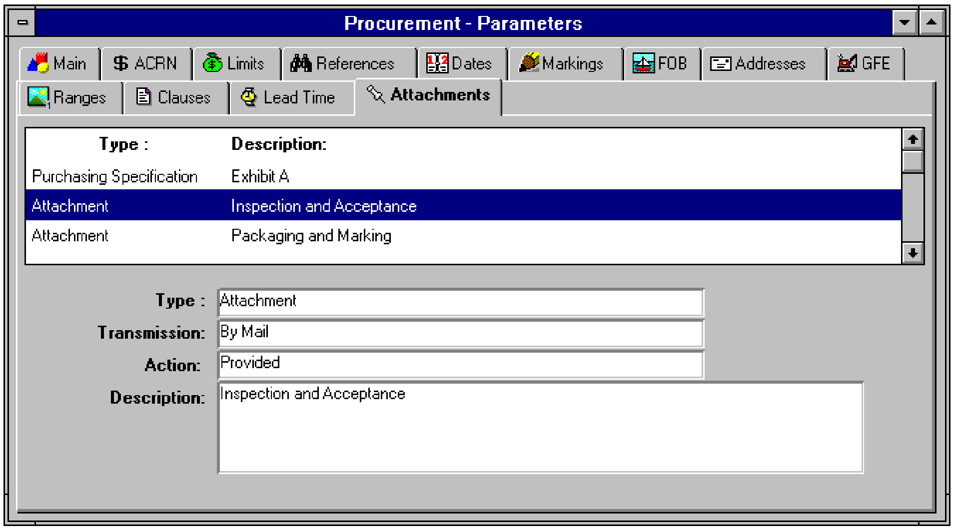
Field	Explanation
Quantity	Enter a time period that matches the *Unit* selected in the next column, for example, use the two columns to specify *10 Weeks*.
Unit	Select the time period unit from the drop-down list box. If none of the selections apply, select *n/a*.
Lead Time	Select the type of time period from the drop-down list box. If none of the selections apply, select *n/a*.
Date	Enter the effective date or start date of the time period.

Parameters Window: Attachments Panel

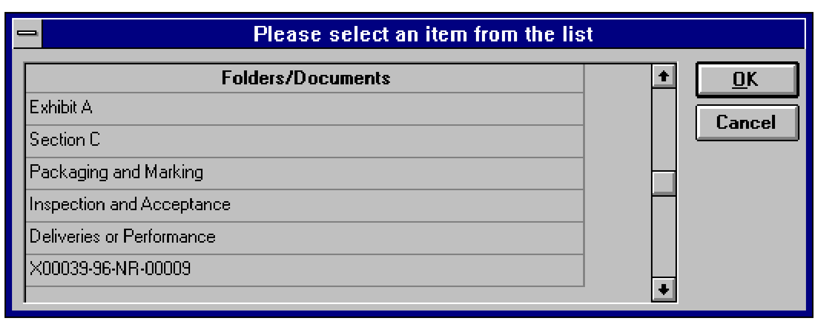
The Attachments Panel allows you to specify the documents and forms that should be listed as attachments in the solicitation, RFQ, contract or order document.

Information in the Parameters Window Attachments Panel applies to the entire procurement. For documents that apply only to individual line items, open the Line Item Window and use the Attachments Panel.

To use the Attachments Panel:



1. Open the Parameters Window and click the Attachments tab.
2. Add a blank row by selecting Append or Insert from the Form Menu.
3. Select the Type, Transmission, and Action from the drop-down list boxes in the lower portion of the panel.
4. Point to the Description field and double-click to Lookup a list of documents and forms that are available in the current folder. Select the desired attachment and click OK. If the item to be attached is not located in the current folder, you may type a description instead of making a selection from the Lookup list.



5. Delete a row by pointing to it and clicking to select it. Then select Delete from the Form Menu.

The following is an explanation of each field in the Attachments Panel:

Field	Explanation
Type	Select an attachment type from the drop-down list box. Selections include: Attachment, Purchasing Specification, and Representation. If none of these apply, select n/a.
Transmission	Select the transmission method from the drop-down list box. Selections include: By Mail, Courier, E-Mail, EDI, FAX, and With Shipment. If none of these apply, select n/a.
Action	Select Provided or Report to be Filed.
Description	Identify the attachment either by selecting it from the Lookup list or by entering the title.

Practice Exercise

Exercise 5-1: Edit the Procurement Parameters

Open the “Example” Procurement Package Folder and edit the parameters.

Follow these steps to complete this exercise:

Step	Action
1	Open the “Example” Procurement Package Folder and access the Pop-up Menu in the right workspace.
2	Select Parameters.
3	Enter the following information in the Main Parameters Panel: a. Solicitation Type: Request for Proposal b. Contract Number (use Lookup function) c. Solicitation Number (use Lookup function) d. Purchase Category: Research and Development e. Solicitation Number (use Lookup function) f. Solicitation Type: Request for Proposal g. Extent Compted: Competed
4	In the ACRN Panel, add two lines of ACRN numbers.
5	In the Limits Panel, enter a contract ceiling of $5,000,000 in the amount field.
6	In the References Panel, enter the project number of RAD326 in the description field.
7	Open the Dates Panel, append a line and review the field options. Delete the newly created line.
8	In the Markings Panel, enter that all shipments should be marked “high priority.”
9	In the FOB Panel, enter all shipments are paid by the contractor with an FOB point and acceptance point of “destination.”
10	In the Addresses Panel, enter the Contract Administration Office as DCMAO Baltimore.
11	Open the Lead Time Panel, append a line and review the field options. Delete the newly created line.
11	In the Attachments Panel, enter the Statement of Work as an Attachment.
12	Close the Parameters Window by double-clicking the close bar.

Unit 6: Line Items

Objectives

The Parameters Window and the Line Item Window are two of the most important tools in AMAS. In the previous unit, you learned about the Parameters Window and its associated panels. The Line Items Window and its panels are used for exceptions to the Parameters data that apply to individual line items. These exceptions are recorded in the Line Item Window, where a list of line items for the procurement is maintained. Information contained in the Parameters Window will apply to each line item in the procurement unless there is an exception entered for the individual line item to which the exception applies.

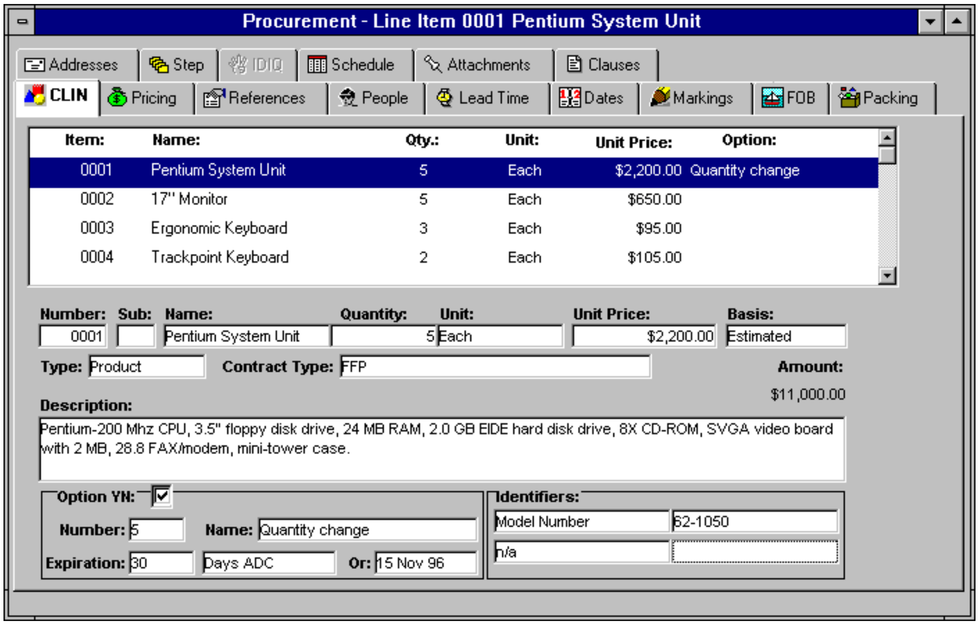
Each Procurement Package Folder must have one or more line items associated with it in the Line Item Window. When you finish this unit, you will be able to do the following:

- Enter and edit data in each panel of the Line Item Window
- Copy line items
- Create a Delivery Schedule for shipments going to multiple sites
- Search and select National Stock Numbers
- View a list of line items

Line Item Window: CLIN Panel

The CLIN Panel of the Line Item Window holds the list of line items, descriptions, quantities, prices, etc. Each line item must be entered in the CLIN Panel before additional information can be specified for it in other panels. *All information you enter in other panels is applied only to the line item selected in the CLIN panel.* The current line item is identified in the title bar, to the right of the window title.

To use the Line Item Window:



1. Open a Procurement Package Folder.
2. Select Line Items from the Pop-up Workspace Menu. The Line Item Window is displayed with the CLIN Panel selected.
3. Select Append or Insert from the Form Menu to add a line item. A blank row is added in the box at the top of the window, and blank data entry fields are displayed in the lower section.
4. Enter the CLIN information starting with *Number*. The line item number and name are displayed in the list at the top of the window as you tab to the next data field. Using the tab key to move from field to field ensures data entered into a field will be saved.
5. If a line item is an option, click the *Option Y/N* box, and fill in the additional entry fields.
6. To enter information about a line item in other panels, first select the line item in the CLIN Panel, then click the tab for desired panel. The current line item remains selected, and is identified in the title bar. Additions and changes are saved automatically each time you insert or append a new row, or select a new panel.

7. To exit from the Procurement Line Item Window, double-click the close bar. If the Closing dialog box is displayed, click Save Then Exit to save new data in the current panel.

CLIN Panel Data Fields

The following is an explanation of the data fields in the CLIN Panel:

Field	Explanation
Number	Enter a line item number
Sub	Enter a sub line item number, if applicable
Name	Enter a short title for the item (2 or 3 descriptive words)
Quantity	Enter the quantity to be procured
Unit	Select a unit of issue from the drop-down list box
Unit Price	Enter a unit price for the unit of issue
Basis	Select a basis for the price listed from the drop-down list box
Type	Select the type of item being procured from the drop-down list box
Contract Type	Select the contract type for the individual line item from the choices in the drop-down list box. Note: Entering a type of contract in this field, determines the pricing structure for that line item which will appear in Section B of the Solicitation and Contract documents. For Example, if you selected CPFF for line item 0001 and CPIF for line item 0002, the pricing structure in Section B of the solicitation/contract will reflect the appropriate type of contract for each item. This permits you to have different pricing arrangements for each line item.
Amount	The total for the individual line item is calculated automatically
Provisioned Item	Click on the box if the line item is a provisioning item.
Incrementally Funded	Click on the box of the line item is being incrementally funded.
Multi-Year	Click on the box if the line item is a multi-year purchase.
Description	Enter the purchase description

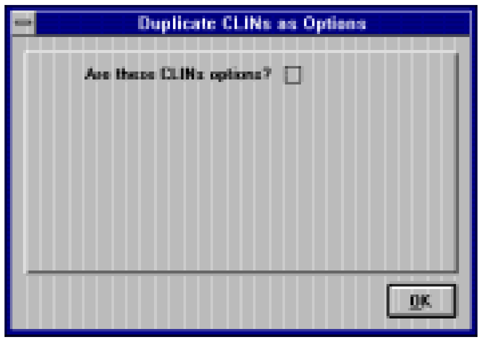
Field	Explanation
Option Y/N	Click the box if the line item is an option. The following items are displayed only for options: **Number -** Enter a sequential year for the option. Example: Entering **1** indicates that the line item or sub line item is an option item to be listed under option 1 requirements in Section B of the Solicitation/ Contract. Entering **1** for additional line items or sub-line items will group all those line items under Option 1 Requirements in Section B. Additional options may be identified by entering numbers **2, 3, 4,** etc. In each case the line items will be grouped appropriately in Section B. **Name -** Enter a name for the option. **Expiration -** Specify a relative expiration date for the option by selecting a time period from the drop-down list box and entering a corresponding number in the field to the left (example: *30 days ADC*). Enter a fixed date for the expiration of the option in the **Or** field.
Identifiers	If appropriate, select a type of identifier from the drop-down list box, then enter the specific number that applies to the line item in the right-hand box.

Copying Line Items

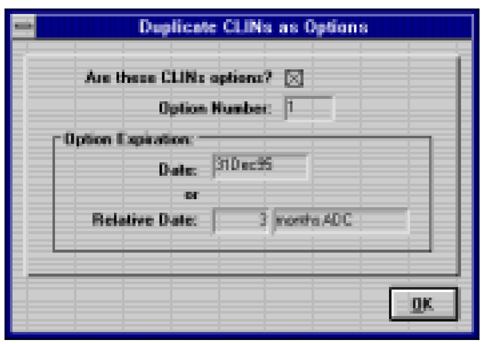
To avoid repetitive typing of line items with minor differences, you may copy a line item similar to one you need to add.

To copy a line item:

1. Select the line item to be copied in the CLIN.
2. Select Copy from the Edit Menu.
3. In the Duplicate CLINs as Options dialog box that is displayed, click the OK button if the copied line item is not an option.



4. If the copied line item is an option, click inside the box and then click OK. Additional fields will appear for fill in.



__Note:__ If you select the incorrect line item to be copied, allow the line item to process through the copy function, and then select the incorrect line item and delete it.

Making Global Changes in Line Items

Data entered for one line item may be copied to other line items using the Global Change command. In the CLIN Panel, the data in the selected field is copied from the current line item to other line items, while data in other fields remain unchanged. In other panels, data in *all* fields in the selected panel is copied from the current line item to other line items. In both cases, you may specify which line items will be changed.

To Copy Line Item Data:

1. Open the Line Item Window, select the appropriate line item, and display the panel with the data to be copied. (If you are copying data from the CLIN Panel, select the data field to be copied.)
2. Activate the Pop-up Data Window Menu and select Global Change. The Select CLINs to Modify dialog box is displayed.
3. From the list of all line items, select the line items to which you want to copy the data. Click OK. The data is copied to the selected line items, replacing any data already in the panel for each line item. (In the case of the CLIN Panel only the data in the specified field is replaced.)

Editing Line Items

To edit an existing line item, point to it in the CLIN list and click. The selected line item is highlighted in the list, and the data fields in the lower section of the panel are filled with previously entered information for the line item. You may edit the CLIN information in these fields, or display other panels by clicking the appropriate tab. A line item must be selected in the CLIN Panel before information pertaining to it is edited in other panels.

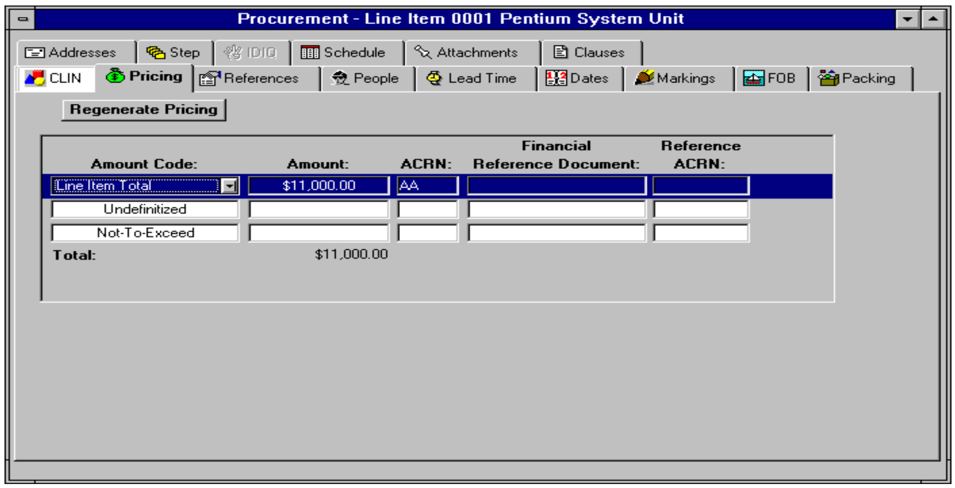
Deleting Line Items

To delete a line item, select it by pointing to it and clicking. (It should be highlighted.) Choose Delete Line Item from the Form Menu. Confirm the command by clicking OK in the message box that is displayed.

Line Item Window: Pricing Panel

The Pricing Panel allows you to enter pricing information and match ACRN numbers to the line items. Data in the Pricing Panel applies only to the current line item selected in the CLIN Panel.

To use the Pricing Panel:



1. Open the Procurement Line Item Window.
2. Select a line item in the CLIN Panel, and click the Pricing tab.

The first time you go to the Pricing Panel for each line item, a customized set of one or more data fields is generated in the Pricing Panel. The entries in the *Amount Code* column are based on the *Contract Type* you selected for the line item in the CLIN Panel. The Share Ratio data fields are displayed in the lower section of the Pricing Panel only for contract types which incorporate cost sharing or incentive fees. For other contract types, this area is empty.

3. For each row, select the appropriate line of accounting from the drop-down list box in the *ACRN* column.

Note: The drop-down list box displays the ACRN information previously entered in the Procurement Parameters Window ACRN Panel.

4. To edit information, select a data field and enter the changes.
5. To add a new row, select Append or Insert from the Form Menu. Blank data entry fields are displayed.
6. To delete a row, point to it and click to select it. Then select Delete from the Form Menu. There is no warning message confirming that you want to delete the row.

7. If you change the *Contract Type* in the CLIN Panel, click the Regenerate Pricing button at the top of the Pricing Panel to generate a new set of data fields and recalculate the figures in the *Amount* column. Any additions or changes you made are erased when you regenerate the pricing.

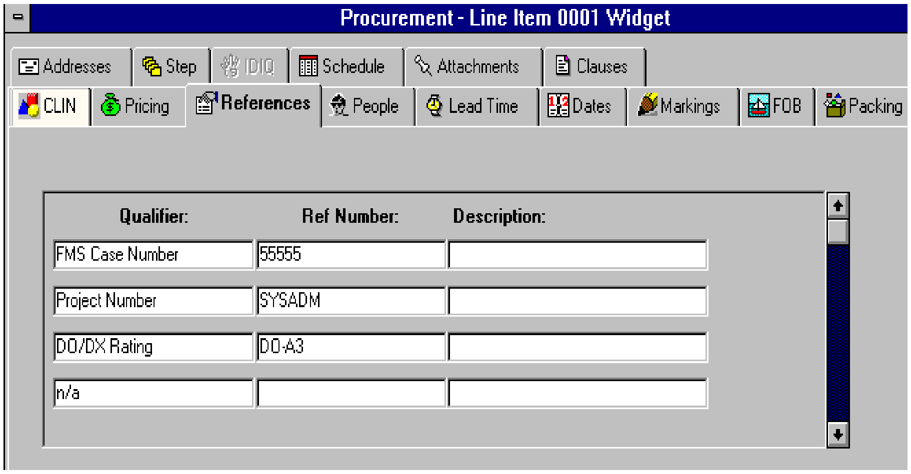
The following is an explanation of each field in the Pricing Panel:

Field	Explanation
Amount Code	Select the type of pricing from the drop-down list box
Amount	Enter the amount that corresponds to the type of pricing you selected in the *Amount Code* column
ACRN	Select the appropriate line of accounting from the drop-down list box. If you have not assigned ACRN codes in the Procurement Parameters Window, the list box is empty
Financial Reference Document	If this field is accessible for the selected Amount Code, enter the reference document title
Reference ACRN	If this field is accessible for the selected Amount Code, enter the appropriate ACRN
Share Ratio: **Government's Share**	Enter the cost percentage that is the responsibility of the government (available only for contracts types with cost sharing or incentive fees, enter a number between .01 and 1. which will be converted to 1 to 100 percent)
Share Ratio: **Contractor's Share**	Enter the cost percentage that is the responsibility of the contractor (available only for contracts types with cost sharing or incentive fees, enter a number between .01 and 1. which will be converted to 1 to 100 percent)

Line Item Window: References Panel

The References Panel allows you to identify sources of detailed information pertaining to the current line item selected in the CLIN Panel.

To use the References Panel:

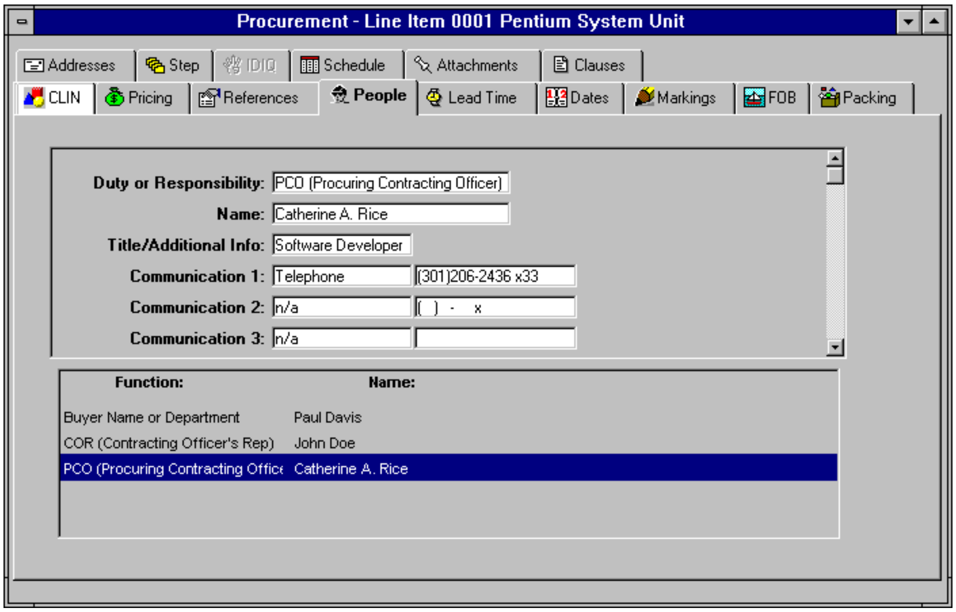


1. Open the Procurement Line Item Window.
2. Select a line item in the CLIN Panel, and click the References tab.
3. To add a blank row, select Append from the Form Menu.
4. To insert a row, highlight the row which should appear below the new row and select Insert from the Form Menu.
5. Select a *Qualifier* for each reference which identifies the type of reference, enter the *Reference Number*, and briefly describe it. You may add as many references as necessary using the Append or Insert buttons from the toolbar.
6. To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

Line Item Window: People Panel

The People Panel allows you to specify the names and telephone numbers of the personnel responsible for a line item. Information in the People Panel in the Line Item Window applies only to the current line item selected in the CLIN Panel.

To use the People Panel:



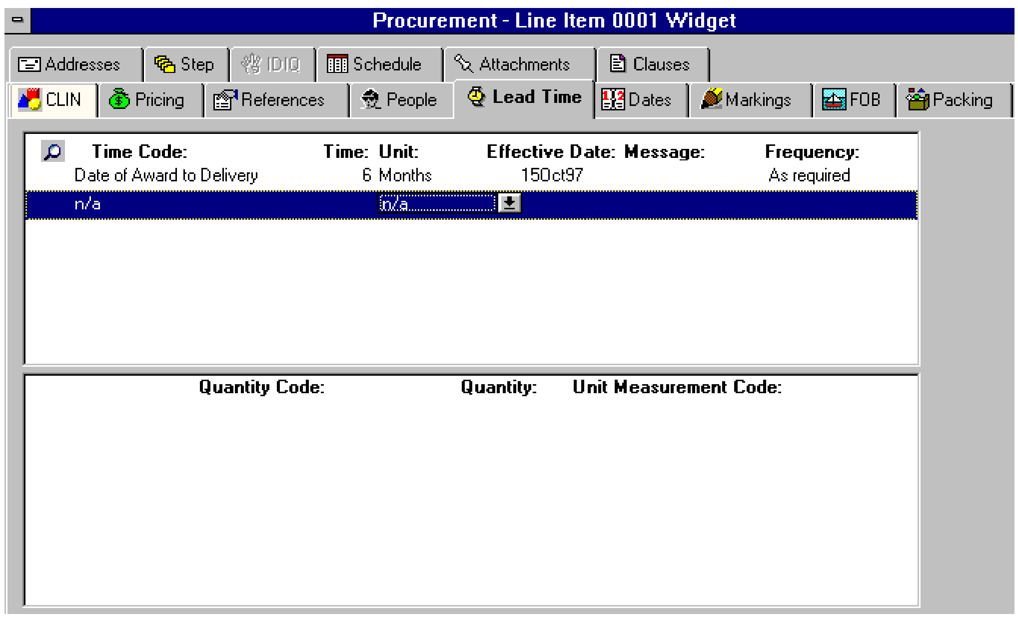
1. Open the Procurement Line Item Window.
2. Select a line item in the CLIN Panel, then click the People tab.
3. To add an individual, select Append or Insert from the Form Menu. A set of blank data entry fields is displayed in the top section of the People Panel, and a blank row is added to the list of personnel in the lower section of the panel.
4. Select a *Duty or Responsibility* from the drop-down list box.
5. Point to the *Name* field and double-click to activate the Lookup feature. Individuals who have the duty or responsibility you selected are displayed in a dialog box. Select a name and click OK, or click Cancel and then type a name in the *Name* field.
6. Add or edit the other information in the panel.
7. To replace an individual with another, select the individual's name in the list displayed in the lower section of the panel. Information about the individual is displayed in the data fields. Point to the *Name* field and double-click to activate the Lookup feature (or double-click the highlighted name in the list). Select a name from the list in the dialog box and click OK, or click Cancel and type a new name in the *Name* field.
8. To delete an individual, point to the name in the list and click to select it. Then select Delete from the Form Menu.

Line Item Window: Lead Time Panel

The Lead Time Panel allows you to specify delivery times for various quantities of an individual line item (including the total quantity in one shipment). This is useful when a consumable item is needed regularly, the manufacture and delivery of additional quantities is expected to follow the completion of the first delivery, or an item is required by a certain time relative to the contract award. Information in the Lead Time Panel applies to the current line item selected in the CLIN Panel.

The Lead Time Panel is intended for deliveries at specific times to one address. If you want to specify multiple addresses for one line item, use the Delivery Schedule Window that is accessed from the Addresses Panel. To ship *all* line items to one address, use the Addresses or Lead Time Panels in the Procurement Parameters Window.

To use the Lead Time Panel:



1. Open the Procurement Line Item Window.
2. Select a line item in the CLIN Panel, and click the Lead Time tab.
3. Delivery times are entered in the top section of the Lead Time Panel in the form of a list. For each delivery time, information about the quantity needed is entered in the lower section of the panel. *Only the data for the delivery time selected in the top panel (the highlighted row) is displayed in the lower section of the panel.*
4. To add a delivery time, click in a blank area of the top section of the panel, and select Append or Insert from the Form Menu. A row is added to the top panel and highlighted. Enter the delivery time data as described below, and add a message only if necessary to provide additional information.

5. To add information about the quantity to be delivered, first make sure the appropriate delivery time is selected in the top section of the panel, then click in a blank area of the lower section and add a row using the Append or Insert commands on the Form Menu. Enter the quantity data as described below.
6. To delete a row, point to it and click to select it. Then select the Delete command from the Form Menu.

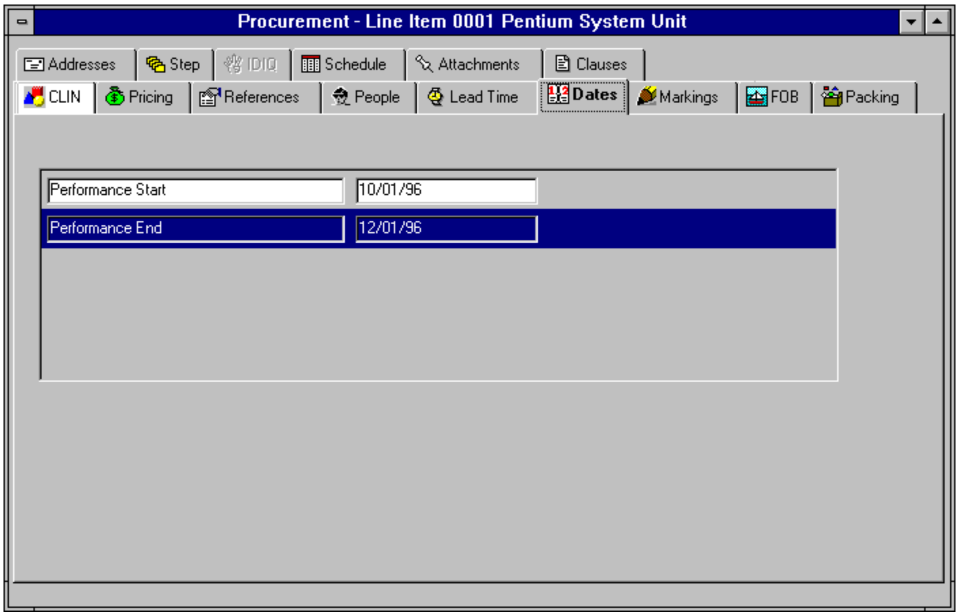
The following is an explanation of each field in the Lead Time Panel:

Screen Section	Field	Explanation
Upper Section	**Time Code**	Select the type of time period
(Steps 1 - 4)	**Time**	Enter a time period that matches the *Unit* selected in the next column, for example, use the two columns to specify *10 Weeks*
	Unit	Select the type of time period from the drop-down list box
	Effective Date	Enter the effective date or start date of the time period
	Message	Enter additional information here if necessary
	Frequency	Select the type of quantity from the drop-down list box
Lower Section	**Quantity Code**	Select the type of quantity from the drop-down list box
(Step 5 only)	**Quantity**	Enter the quantity covered by the time period
	Unit Measurement Code	Select the unit of measurement for the time period from the drop-down list box

Line Item Window: Dates Panel

Relevant dates for individual line items may be entered in the Dates Panel. Information in the Dates Panel applies only to the current line item selected in the CLIN Panel.

To use the Dates Panel:

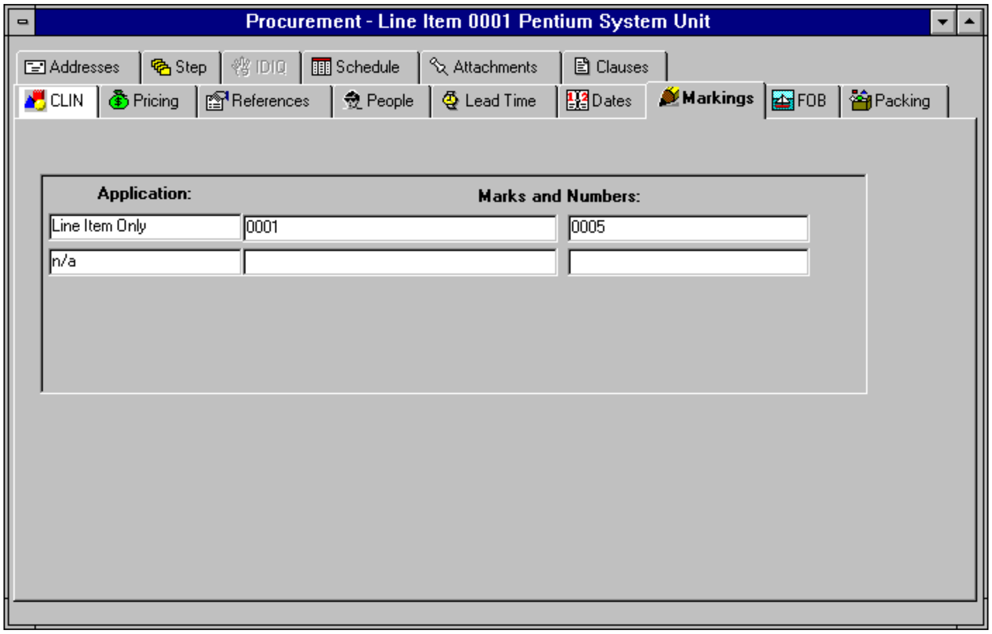


1. Open the Procurement Line Item Window.
2. Select a line item in the CLIN Panel, and click the Dates tab.
3. To add a date, select Append or Insert from the Form Menu. A row of blank data entry fields is created.
4. Select the type of date or time from the drop-down list box, then enter the Date.
5. To delete a date, point to the row and click to select it. Then select Delete from the Form Menu.

Line Item Window: Markings Panel

The Markings Panel allows you to specify markings for shipments of individual line items, including MILSTRIP/FDSTRIP, transportation control or project priority numbers. Information entered in the Markings Panel applies only to the current line item selected in the CLIN Panel.

To use the Markings Panel:



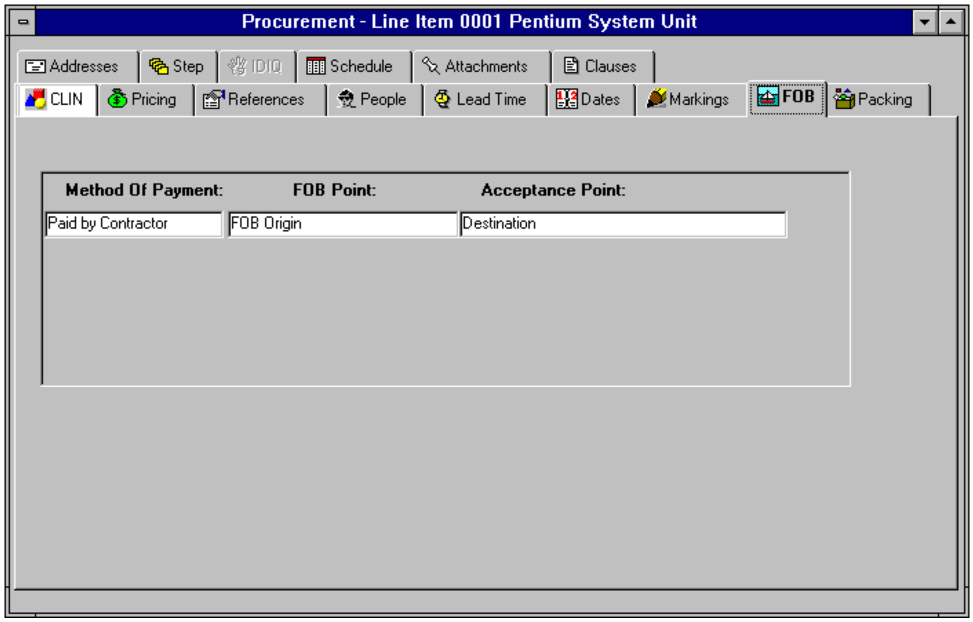
1. Open the Procurement Line Item Window.
2. Select a line item in the CLIN Panel, and click the Markings tab.
3. To add blank rows, select Append or Insert from the Form Menu. Two rows of blank data entry fields are created. (Rows are added in pairs to match electronic data standards.)
4. In the Application column, select *Line Item Only* from the drop-down list box. (For entire shipments, you must use the Markings Panel in the Parameters Window.)
5. In the two Marks and Numbers columns, enter the identification information that should be used for the shipment. Use the two adjacent data fields to specify the beginning and ending of a series of markings. (For example, a shipment might be packed in boxes numbered 1 to 25.) If you need only one row, use the first and leave the second blank.
6. To specify two sets of markings, use each row to specify one set.
7. To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

Note: If you have one blank row at the bottom of the panel, do not use the Delete function as this will delete the bottom *two* rows.

Line Item Window: FOB Panel

Shipping methods for individual line items are entered in the FOB Panel of the Procurement Line Item Window. Information in the FOB Panel of the Procurement Line Item Window applies only to the current line item selected in the CLIN Panel.

To use the FOB Panel:



1. Open the Procurement Line Item Window.
2. Select a line item in the CLIN Panel, and click the FOB tab.
3. To add a blank row, select Append or Insert from the Form Menu. Enter the shipping information as described below.
4. To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

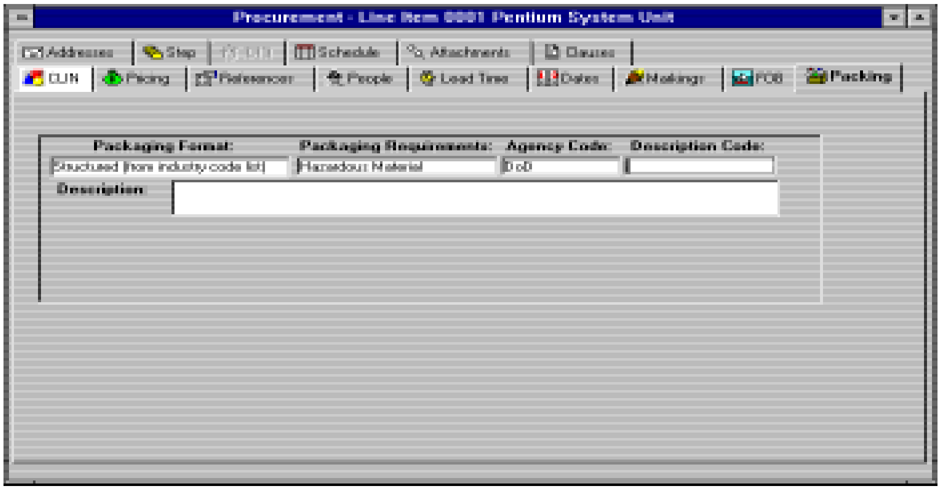
The following is an explanation of each field in the FOB Panel:

Field	Explanation
Method of Payment	Select *Paid By Contractor*, *Paid by Government* or *Prepaid by Contractor* to identify who is responsible for paying shipping costs. If none of these apply, select *n/a*.
FOB Point	Select the free-on-board (FOB) point for the shipment from the drop-down list box.
Acceptance Point	Select the acceptance point for the shipment from the drop-down list box.

Line Item Window: Packing Panel

The Packing Panel allows you to record special handling and packing instructions for the line item currently selected in the CLIN Panel.

To use the Packing Panel:



1. Open the Procurement Line Item Window.
2. Select a line item in the CLIN Panel, and click the Packing tab.
3. To add a blank row, select Append or Insert from the Form Menu. Enter the packing information as described below.
4. To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

The following is an explanation of each field in the Packing Panel:

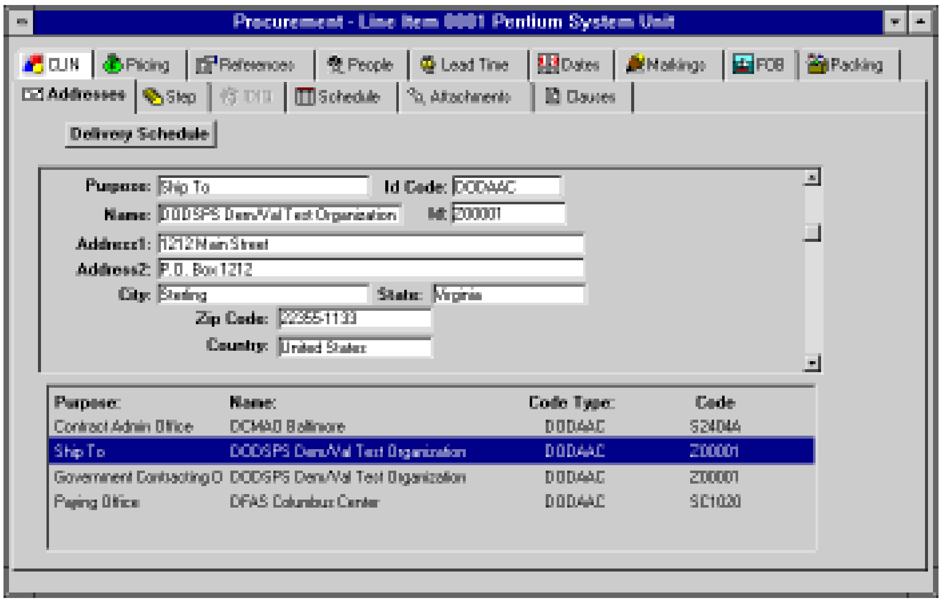
Field	Explanation
Packaging Format	Select *IAW Description Text* if instructions consist of descriptive text (enter the text in the *Description* field). Select *Structured* if an industry description code is used to convey instructions. Select *Semi-structured* if the instructions are a combination of an industry code and descriptive text.
Packaging Requirements	Select the type of special handling required from the drop-down list box, or select n/a if special handling is not necessary
Agency Code	Select *DoD, GSA,* or *Mutually Defined* from the drop-down list box. If none of these apply, select n/a.
Description Code	Enter the description or industry code for packing and handling (from military or commercial specifications).
Description	Describe the handling instructions or packing specifications that apply to the line item.

Line Item Window: Addresses Panel

The Addresses Panel allows you to identify the parties responsible for procurement activities, such as shipping, receiving, inspecting goods, processing payment, and auditing activities. The contractor and subcontractor may be identified here.

The information in the Addresses Panel in the Procurement Line Item Window applies only to the current line item selected in the CLIN Panel. To enter information that applies to the entire procurement, use the Addresses Panel in the Procurement Parameters Window.

To use the Addresses Panel:



1. Open the Procurement Line Item Window.
2. Select a line item in the CLIN Panel, and click the Addresses tab.
3. For each address you wish to add, select Append or Insert from the Form Menu. A set of blank data entry fields is displayed in the top section of the Addresses Panel, and a blank row is added to the list of addresses in the lower section of the panel.
4. Select a *Purpose* from the drop-down list box.
5. Point to the *Name* field and click to activate the Lookup feature to display a list of addressees. Scroll down the list to find the appropriate name. Click that addressee and click OK to have that organization inserted into the Addresses Panel.
6. If the desired organization is not listed, click Cancel in the Select a Trading Partner - Government Window to close it. Click in the various fields and type in the desired information.

7. Add or edit the other address information.
8. To delete an address from the list, point to the address in the list and click to select it. Then select Delete from the Form Menu.
9. The Delivery Schedule button is available only for *Ship To* addresses and is activated by adding a "*Ship To*" address. The Delivery Schedule Window is similar to the Lead Time Panel, but is intended for partial deliveries of a line item to *multiple* addresses.

The following is an explanation of each field in the Addresses Panel:

Field	Explanation
Purpose	Select the type of organization from the drop-down list box
Name	Use the Lookup feature to find the name of the organization
ID Code	Select the type of identification code from the drop-down list box, if none of the codes apply, select *n/a*
ID	Use the Lookup feature to find the identification code of the organization
Address 1, 2	Enter the complete mailing address of the organization, except the city and state information
City, State, Zip Code	Enter the requested information, states may be selected from a drop-down list box
Country Code	Select the applicable country.

Line Item Window: Delivery Schedule Window

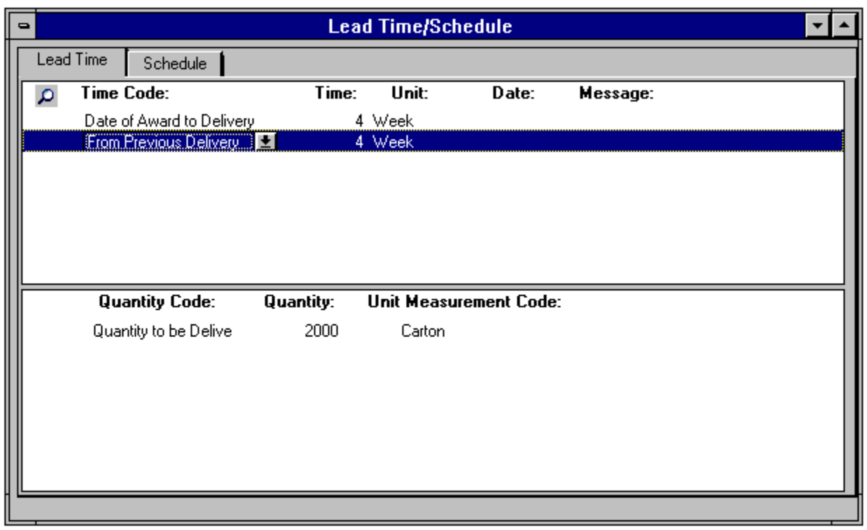
The Delivery Schedule Window is intended for split deliveries of a line item to *multiple* addresses. This allows you to take advantage of a lower unit price by placing a large order for an item needed in many locations.

If you want to specify multiple deliveries to *one* address at specific times, use the Schedule Panel in the Line Item Window. To ship all line items to one address use the Addresses Panel or the Lead Time Panel in the Parameters Window.

To access the Delivery Schedule Window, you must open the Line Item Window, select a line item in the CLIN Panel, go to the Addresses Panel, select or enter the Ship To organization and address, and click the Delivery Schedule button.

The Delivery Schedule Window has two panels: the Lead Time Panel and the Schedule Panel. The Lead Time Panel is used to enter the relative days for delivery of the line item, while the Schedule Panel is used to designate various deliveries at specific dates.

To use the Delivery Schedule Window Lead Time Panel:



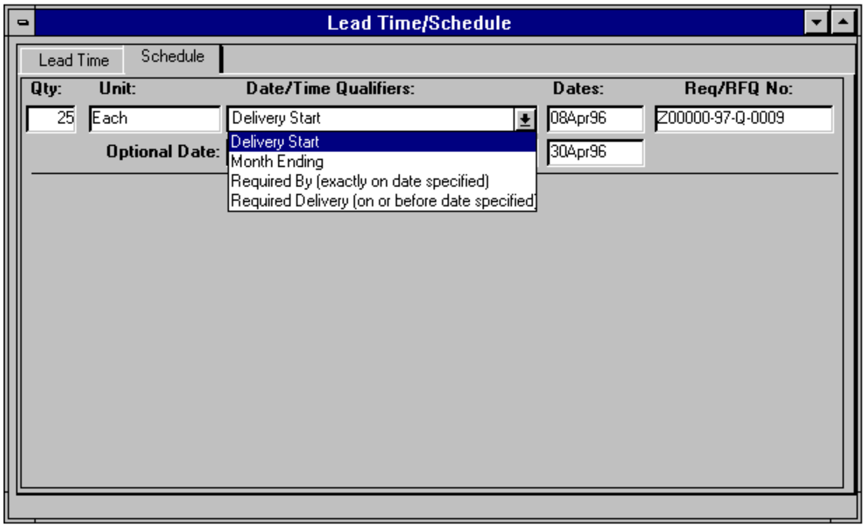
1. Open the Line Item Window.
2. Select a line item in the CLIN Panel, then click the Addresses tab.
3. In the Addresses Panel, select or enter the Ship To organization and address.
4. Click the Delivery Schedule button at the top left of the Addresses Panel. The delivery Schedule Window is displayed.
5. Delivery times are entered in the top section of the Lead Time Panel in the form of a list. For each delivery time, information about the quantity needed is entered in the lower section of the panel. *Only the data for the delivery time selected in the top panel (the highlighted row) is displayed in the lower section of the panel.*

6. To add a delivery time, click in a blank area of the top section of the panel, and select Append or Insert from the Form Menu. A row is added to the top panel and highlighted. Enter the delivery time data as described in the table below, and add message only if necessary to provide additional information.
7. To add information about the quantity to be delivered, first make sure the appropriate delivery time is selected in the top section of the panel, then click in a blank area of the lower section and add a row using the Append Quantity or Insert Quantity commands on the Form Menu. Enter the quantity data as described in the table below.
8. To delete a row, point to it and click to select it. Then select the Delete or Delete Quantity command from the Form Menu.

The following is an explanation of each field in the Lead Time Panel:

Field	Explanation
Time Code	Select the type of time period. Selections include: *Date Of Award To Delivery, From Date of Award to Delivery, From Date of Purchase Order Receipt To Delivery, From Date of Receipt of First Article to First Article Approval, From Date of Receipt of Item to Date of Approval of Item, From Previous Delivery, From Specified Date,* and *From Specified Event*. If none of these apply, select *n/a*.
Time	Enter a time period that matches the *Unit* selected in the next column, for example, use the two columns to specify *10 Weeks*.
Unit	Select the type of time period from the drop-down list box. Selections include: *Calendar Days, Calendar Year, Maximum Calendar Days, Months, Quarter of a Year, Semi-Annual,* and *Weeks*. If none of these apply, select *n/a*.
Effective Date	Enter the effective date or start date of the time period.
Message	Enter additional information here if necessary.
Quantity Code	Select the type of quantity from the drop-down list box. Selections include: *CDRL Distribution Draft, CDRL Distribution Regular, CDRL Distribution Repro, Length of Delivery Period, Quantity to be Delivered,* and *Shipments*.
Quantity	Enter the quantity covered by the time period.
Unit Measurement Code	Select the unit of measurement for the time period from the drop-down list box.

To use the Delivery Schedule Window Schedule Panel:



1. Open the Line Item Window.
2. Select a line item in the CLIN Panel, then click the Addresses tab.
3. In the Addresses Panel, select or enter the Ship To organization and address.
4. Click the Delivery Schedule button at the top left of the Addresses Panel. The Delivery Schedule Window is displayed.
5. Click the Schedule Panel.
6. To add a blank row, select Append or Insert from the Form Menu. A set of blank data entry fields is added to the panel.
7. Fill in the information as described below.
8. To delete a row, point to it and click to select it. Then select Delete from the Form Menu.
9. To close the Lead Time/Schedule Window, simply select another panel or double-click the close bar to return to the file cabinet.

The following is an explanation of each field in the Schedule Panel:

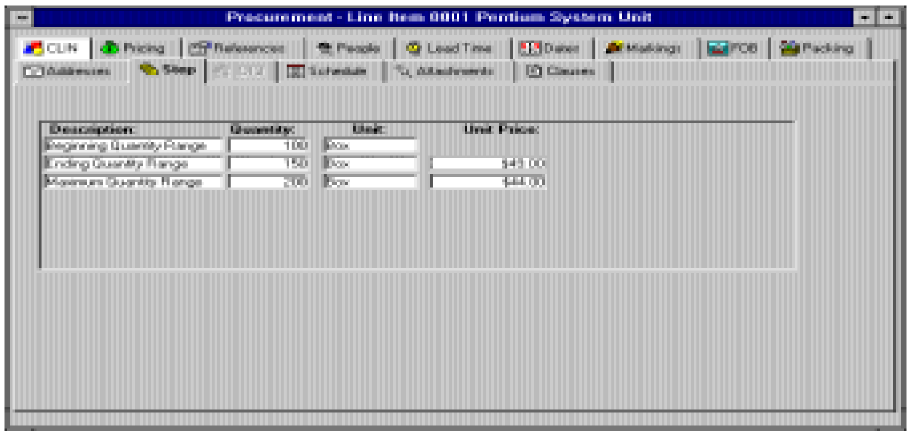
Field	Explanation
Quantity	Enter the quantity to be delivered in the shipment.
Unit	Select the quantity unit from the drop-down list box.
Date/Time Qualifiers	Select the type of date being specified. If an **Optional Date** is needed, use the second line for it; otherwise leave the second line blank. Selections include: *Delivery Start, Month Ending, Required By (exactly on date specified),* and *Required Delivery (on or before date specified).*

Field	Explanation
Dates	Enter a date on the first line, and on the **Optional Date** line only if a Date/Time Qualifier was specified for it.
Req/RFQ No.	The number is pre-filled in this field, and may be edited.

Line Item Window: Step Panel

The Step Panel allows you to enter information about step ladder (quantity) pricing for firm fixed price contracts. If the contract type selected for the line item in the CLIN Panel is not *FFP*, a warning message is displayed when you click the Step tab.

To use the Step Panel:



1. Open the Procurement Line Item Window.
2. In the CLIN Panel, select a line item, and click the Step tab.
3. To add a blank row, select Append or Insert from the Form Menu. Blank data entry fields are added.
4. Fill in the information as described below, starting with the smallest quantity in the first row, and ending with the largest (or maximum) quantity in the last row you append.

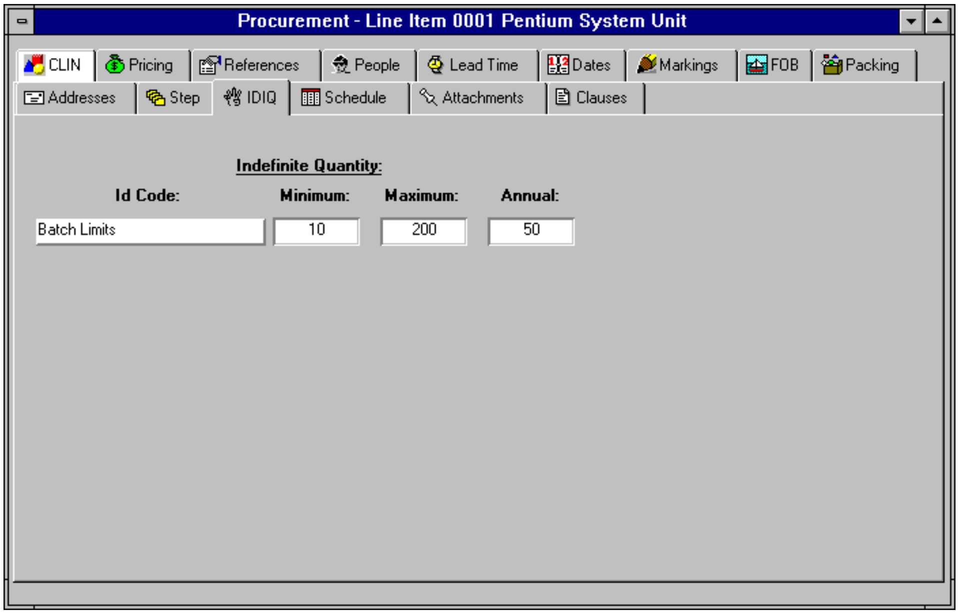
Field	Explanation
Description	Select the type of quantity to be used in the step pricing from the drop-down list box. Make your selections in the following order: *Beginning Quantity Range, Ending Quantity Range,* and *Maximum Quantity Range.*
Quantity	Enter the quantity for which a step price is being sought.
Unit	Select the type of unit for the pricing from the drop-down list box.
Unit Price	Enter the unit price. (A unit price data field is not displayed in a *Beginning Quantity* row; the unit price for the initial quantity is entered in the CLIN Panel.)

5. To delete a row, point to it and click to select it. Then select Delete from the Form Menu.
6. To close the Step Panel, simply select another panel or double-click the close bar to close the Line Item Window and return to the File Cabinet.

Line Item Window: IDIQ Panel

The IDIQ Panel allows you to enter quantities for Indefinite Delivery - Indefinite Quantity procurements. This panel is available only when *Indefinite Delivery - Indefinite Quantity* is specified in the Award Instrument field of the Main Panel of the Procurement Parameters Window. Information in the IDIQ Panel applies only to the current line item.

To use the IDIQ Panel:



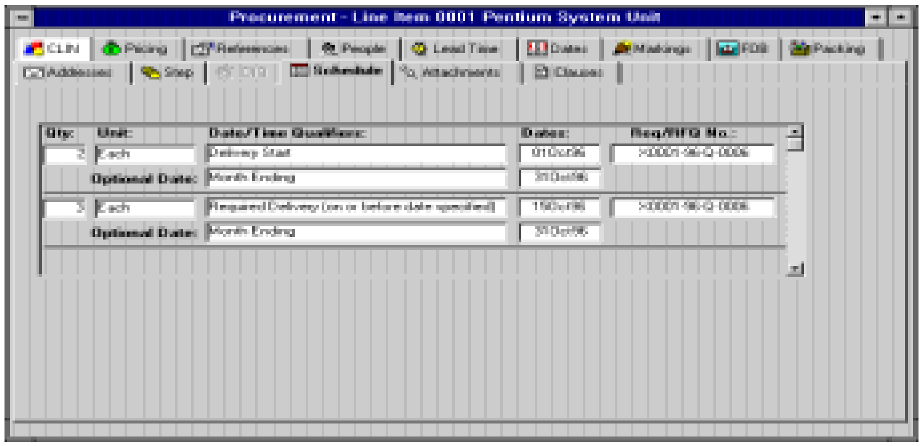
1. Open the Procurement Line Item Window.
2. Select a line item in the CLIN Panel, and click the IDIQ tab. A row of data fields is displayed. (Multiple rows are not allowed.) The ID Code is always *Batch Limits*.
3. Enter the minimum quantity, maximum quantity and expected annual quantity for the line item.

Line Item Window: Schedule Panel

The Schedule Panel allows you to specify a delivery schedule for designated quantities of a line item.

Information in the Schedule Panel applies only to the current line item selected in the CLIN Panel.

To use the Schedule Panel:



1. Open the Procurement Line Item Window.
2. Select a line item in the CLIN Panel, and click the Schedule tab.
3. To add a blank row, select Append or Insert from the Form Menu. A set of blank data entry fields is added to the panel.
4. Fill in the data fields as appropriate.
5. To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

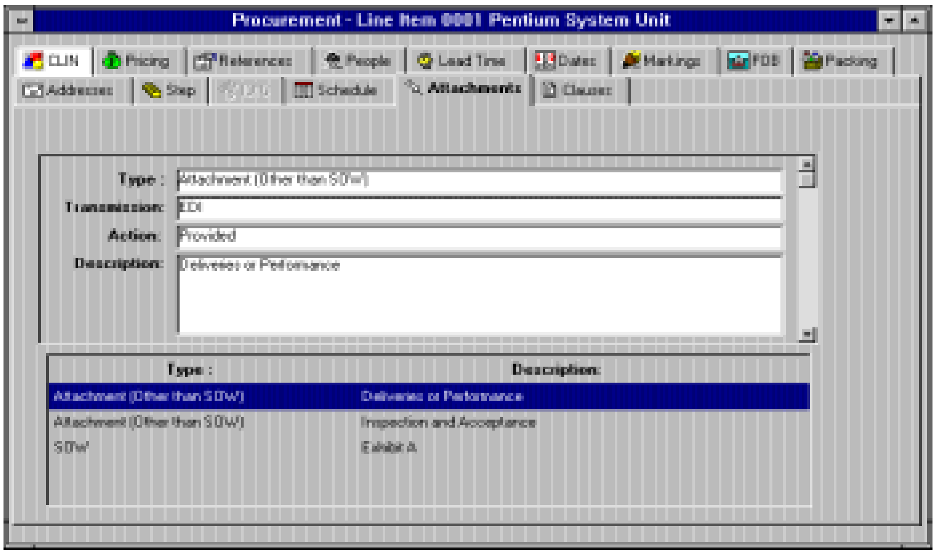
The following is an explanation of each field in the Schedule Panel:

Field	Explanation
Quantity	Enter the quantity to be delivered in the shipment.
Unit	Select the quantity unit from the drop-down list box.
Date/Time Qualifiers	Select the type of date being specified. If an **Optional Date** is needed, use the second line for it; otherwise leave the second line blank.
Dates	Enter a date on the first line, and on the **Optional Date** line only if a Date/Time Qualifier was specified for it.
Req/RFQ No.	The number is pre-filled in this field, and may be edited.

Line Item Window: Attachments Panel

The Attachments Panel allows you to identify documents that contain information relevant to the line item selected in the CLIN Panel. Information in the Line Items Window Attachments Panel applies to individual line items. To specify attachments for the entire procurement, open the Procurement Parameters Window and use the Attachments Panel.

To use the Attachments Panel:



1. Open the Procurement Line Item Window.
2. Select a line item in the CLIN Panel, and click the Attachments tab.
3. To add a blank row, select Append or Insert from the Form Menu. Blank data entry fields are added.
4. Fill in the information as described below.
5. To delete a row, click on the row and then select Delete from the Form Menu.

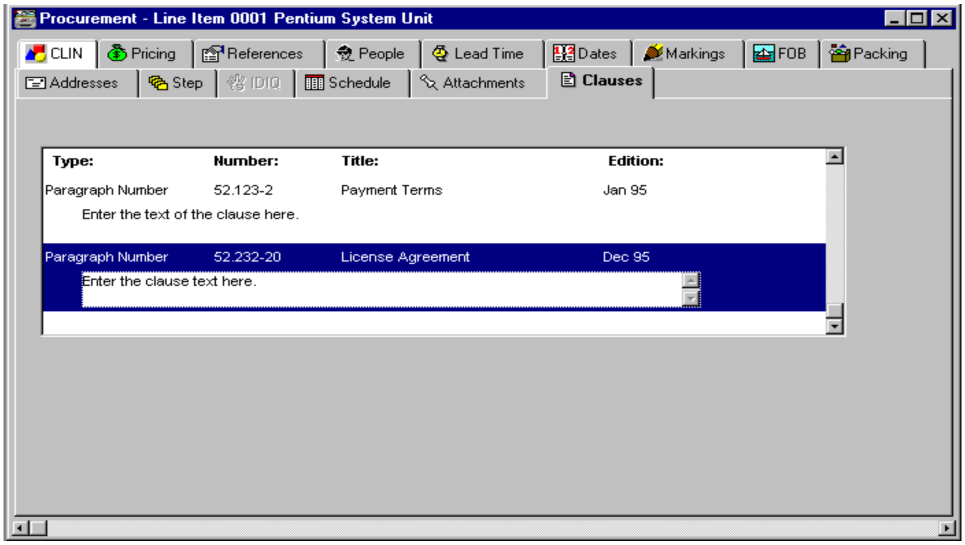
The following is an explanation of each field in the Attachments Panel:

Field	Explanation
Type	Select *Attachment* or *SOW* from the drop-down list box to identify the type of paperwork.
Transmission	Select the transmission method from the drop-down list box.
Action	Select *Provided* from the drop-down list box.
Description	Double-click to look up a list of items in the current folder. If the item to be attached is not located in the current folder, you may type a description instead of making a selection from the Lookup list.

Line Item Window: Clauses Panel

The Clauses Panel in the Line Item Window allows you to build a list of clauses that apply to the line item selected in the CLIN Panel. To specify a complete set of clauses for the entire procurement, open the Parameters Window and use the Clauses Panel.

To use the Clauses Panel:



1. Open the Line Item Window.
2. Select a line item in the CLIN Panel, and click the Clauses tab.
3. To add a blank row of data entry fields, select Append or Insert from the Form Menu.
4. Use the Tab key to move from one field to the next, and select the clause Type from the drop down box, then enter the clause Number, Title, and Edition.
5. To delete a row, point to it and click to select it. Then select Delete from the Form Menu.

The following is an explanation of each field in the Clauses Panel:

Field	Explanation
Type	Select Paragraph Number or CLIN/SLIN "Short" SOW from the drop-down list box to identify the type of clause.
Title	Enter the name of the clause.
Edition	Enter the clause date.
Text	Enter the clause text.

Selecting National Stock Numbers

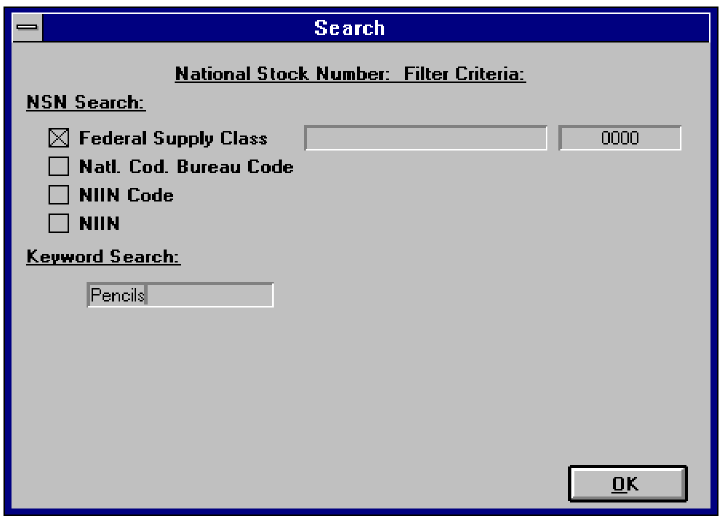
If your procurement is for items with National Stock Numbers, you may open the NSN dialog box and drag selected items to your line item entry screen. When you drop the NSN information on the line item panel, a new line item is created with information. The *ID* or *Identifier* fields in the line item panel contain the NSN number.

To select NSN items:

1. Open the Procurement Line Item Window and click the CLIN tab.
2. Select NSN from the Utilities Menu. The National Stock Number Entry Window is displayed.
3. Click the NSN Search tab, then click the Search NSN button at the bottom of the NSN Search Panel.

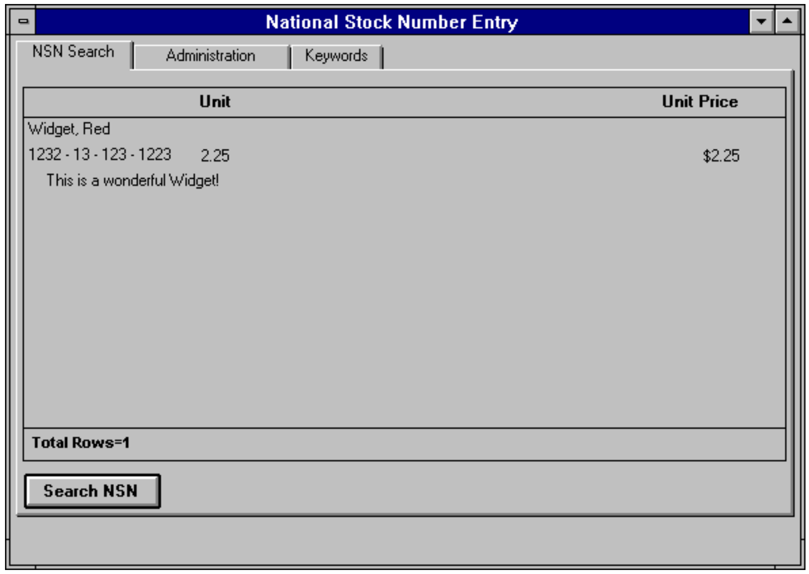
Searches may be conducted using a single code or keyword, or any combination of codes and/or keywords. The four codes that may be entered in the NSN Search Criteria dialog box correspond to the four parts of the NSN.

To search for NSN items:



1. Enter the code or keyword for the search in the dialog box, and click OK. The results of the search are displayed in the National Stock Number Entry Window.

2. Select the desired item.
3. Drag it to the Procurement Line Item CLIN Panel. If you cannot see the line items, move the NSN Window to one side by pointing to the title bar and dragging.

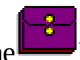


Viewing an Item List

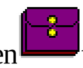
The Items Window displays a list of all line items in a Folder, and may be used as a reference while working in other windows.

To view an Item List:

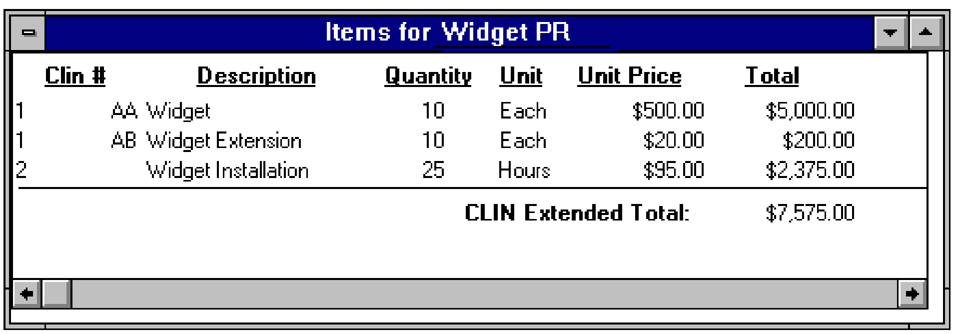
1. Do one of the following:

   - Display the  Procurement Package Folder in the right workspace. Point to the folder and click the right mouse button to activate the Pop-up Icon Menu. Select Item List.

   OR

   - Open  the Procurement Package Folder. Activate the Pop-up Workspace Menu, and select Item List.

The Items Window is displayed, with the name of the Procurement Package Folder in the title bar. The following information is displayed: line item number, description, quantity, unit, unit price, and total price for each line item. All data in the Items Window is read-only.



Clin #	Description	Quantity	Unit	Unit Price	Total
1	AA Widget	10	Each	$500.00	$5,000.00
1	AB Widget Extension	10	Each	$20.00	$200.00
2	Widget Installation	25	Hours	$95.00	$2,375.00
				CLIN Extended Total:	$7,575.00

2. Print the list of line items by pointing to the window and clicking the right mouse button to activate the Pop-up Data Window Menu. Select Print Page.
3. Exit from the Items Window double-clicking the close bar.

Practice Exercise

Exercise 6-1: Edit the Procurement Line Items

Enter line item data in the Procurement Line Items Window for the “Example” Procurement Package Folder.

Add the following information into the panels in the Line Items Window:

Line Item	Panel	Information to be entered
0001	CLIN	Project Code of RAD326
	Pricing	Price is not to exceed $5,000,000.00
	References	DO/DX rating DO-A7
0002	Markings	All packages should be marked “Project RAD326”
	Lead Time	6 months from award of contract

Unit 7: Sources

Objectives

The Recommended Sources Window is used throughout the procurement process; first to identify potential contractors, next to generate the solicitation mailing list, then to enter offerors and identify the Contractor. Recommended sources are usually submitted to the contracting office with the PR or SPR Folder (unless a Sole Source Justification or other exception to competitive bidding is documented). In the Procurement Package Folder, you may add additional sources and edit the Solicitation Mailing List.

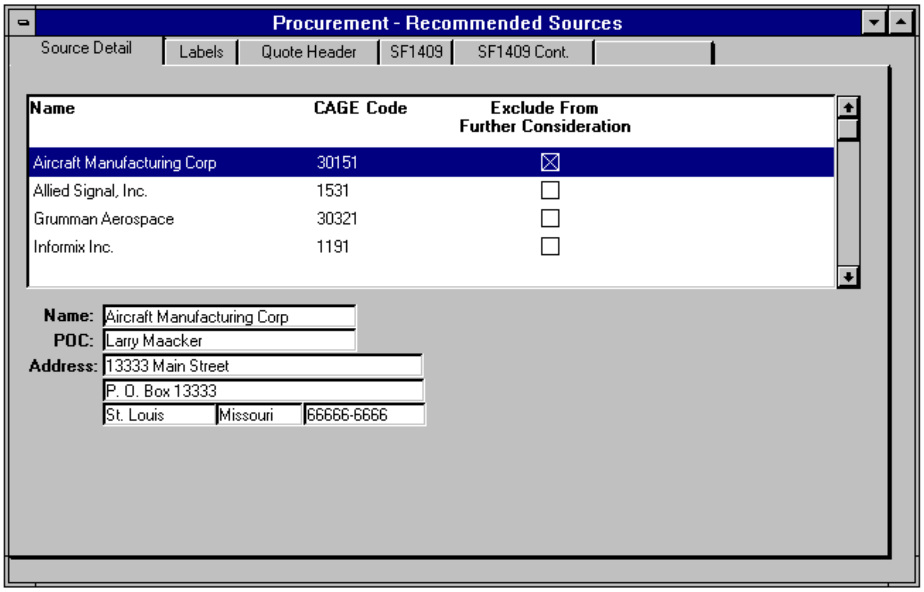
When you finish this unit, you will be able to do the following:

- Enter and Edit Recommended Sources
- View and print Solicitation Mailing List labels

Identifying Recommended Sources

Potential sources are identified in the Source Detail Panel of the Recommended Sources Window. The names and addresses entered here are used to generate the Solicitation Mailing List.

To use the Recommended Sources window:



1. Open the folder for which sources need to be edited.
2. Activate the Pop-up Workspace Menu, and select Sources. The Recommended Sources Window is displayed with the Source Detail Panel selected. The panel is blank if no sources have been entered.
3. Add a source by selecting Append or Insert from the Form Menu. A blank row is created and highlighted in the source list.
4. Move the mouse pointer to the *Name* field. When the pointer changes to a magnifying glass, double-click the field to look up a name in the Select a Trading Partner Window. A list of vendors entered in the Organization Window is displayed. Select a vendor and click OK. Address information is entered automatically for Lookup selections.

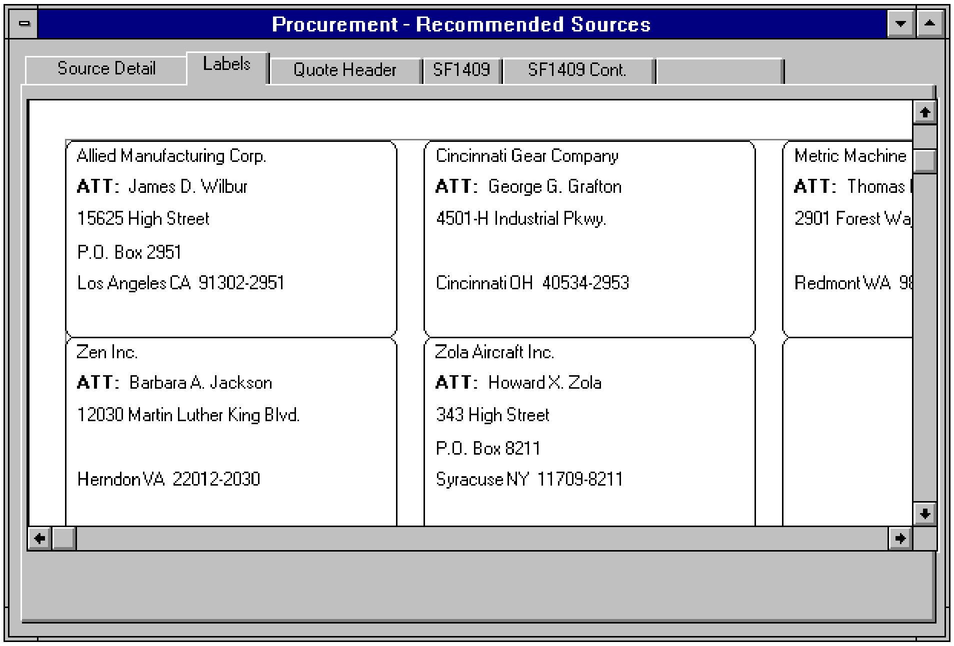
Note: Always add a new row *before* using Lookup to select another contractor, unless you want to replace the currently selected contractor with another one.

5. Add the name of a Point of Contact in the POC field.
6. Enter a source that is not in the Lookup list by typing the requested information in each field.

7. Delete a source by selecting the name, then choose Delete Source from the Form Menu.
8. Exit from the Recommended Sources Window by double-clicking the close bar. If the Closing dialog box is displayed, click Save Then Exit to save new data in the current panel.

Viewing and Printing Mailing Labels

The solicitation mailing list is compiled in the Source Detail Panel of the Recommended Sources Window and printed from the Labels Panel.



To use the Labels panel to print mailing labels:

1. Open the Recommended Sources Window in a Procurement Package Folder.
2. Click the Labels tab. The mailing list is displayed in a standard mailing label format.
3. View the list by using the scroll bar, or the Zoom commands on the Pop-Up Data Menu.
4. Select Print Setup from the File Menu to choose a printer. In the Printer Setup dialog box, choose the desired printer then click the Setup button to check the current page orientation setting. If necessary, change the page orientation to portrait (vertical) to match the label sheet format.
5. Click OK to accept changes and close both dialog boxes.
6. Load the label stock in your printer.
7. Activate the Pop-up Data Window Menu, then select Print Page; **or** Select Print from the File Menu; **or** Click the Print button on the toolbar. The labels are printed, using your default printer and current settings.

Practice Exercise

Exercise Unit 7: -1: Edit Recommended Sources

Identify several potential sources for the Solicitation Mailing List. In the Procurement Recommended Sources Window, add a potential source, enter a point of contact for a potential source, and delete a potential source.

Follow these steps to complete this exercise:

Step	Action
1	Open the “Example” Procurement Package and activate the Pop-up Workspace Menu. Select Sources.
2	With the Source Detail Panel of the Recommended Sources Window displayed, select Append Source from the Form Menu.
3	Double-click the *Name* field to Lookup a name. Add “Interface Engineering” to the existing list of Recommended Sources with a point of contact of “David Jones.”
4	Select Append from the Form Menu to add another row. Using the Lookup function, add “Raytheon Corporation” with “John Smith” as the point of contact.
5	Delete a source by selecting “Electronic & Space Corporation” from Recommended Source list. Choose Delete from the Form Menu.
6	Double-click the close bar to exit from the Recommended Sources Window.

Unit 8: Pre-Solicitation Folder

Objective

A Pre-Solicitation subfolder is automatically placed in the newly created Procurement Package master folder when the procurement package is created. Its purpose is to organize the documents and forms associated with the preliminary decisions and notifications for the proposed procurement, including justification and approvals, determinations and findings, set-aside determinations, and the Pre-Award Synopsis Notice. A listing of all documents and forms available in the Pre-Solicitation Folder are included in this unit for your reference.

When you finish this unit, you will be able to do the following:

- Prepare a Synopsis Notice
- Generate a file for submission to the Commerce Business Daily

Pre-Solicitation Folder Contents

The documents and forms that are available in the Pre-Solicitation Folder include:

Documents

D&F Authorization for use of Oral (Informal) Solicitation

D&F for Other than FOC (After Exclusion of Sources) (D&F/Class J&A)

D&F for Other than FOC (After Exclusion of Sources) (D&F Only)

D&F Four-Step Source Selection Procedures

D&F Lack of Subcontract Opportunities

D&F Lack of Subcontract Opportunities (memo)

D&F Method of Contracting

D&F Multi-Year Procurement

D&F Organizational Conflicts of Interest

D&F Public/Private Competition Certification Process

D&F Requests for Deviations to Clauses (Class)

D&F Waiver of Buy American Act

D&F Waiver of Safety Precautions

D&F Waivers or Deviations to FAR

D&F/J&A Leases (Authority to Restrict Geographic Area for Lease Competition)

Formal Source Selection Plan **

Informal Source Selection Plan **

Justification and Approvals (Class)*

Justification and Approvals (Other)*

Major Systems Acquisition Source Selection Plan **

Memo for Other than FOC (International)*

Non-Major System Acquisition Source Selection Plan **

Services Source Selection Plan **

Forms

Pre-Award Synopsis Notice

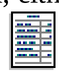
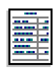
Small Business Coordination Record (DD 2579)

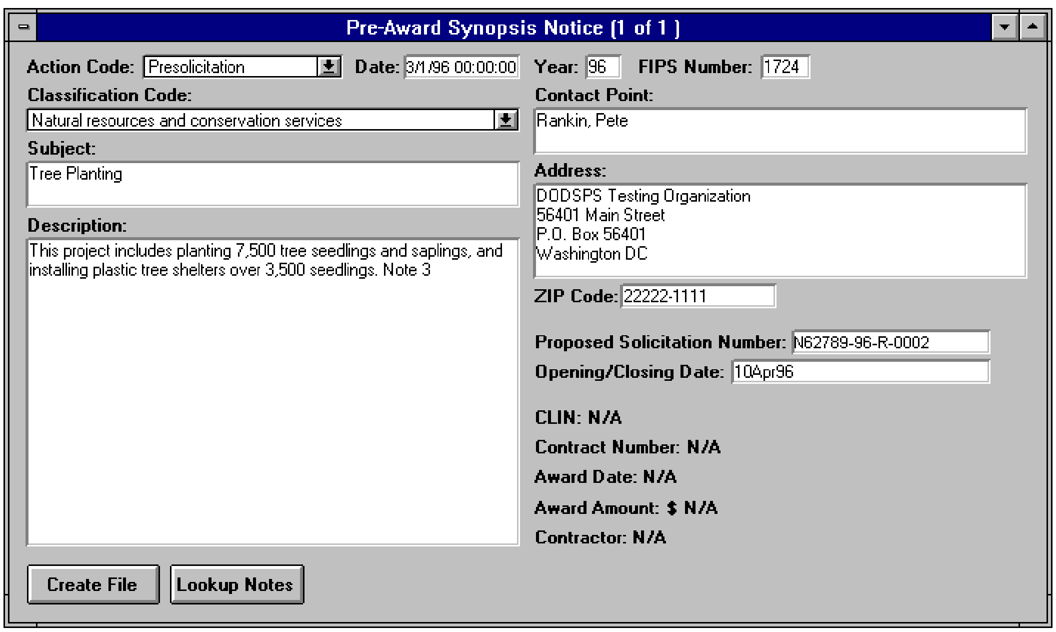
** Documents available when other than F0C. ** Documents available when F0C.*

Preparing a Synopsis Notice

The Pre-Award Synopsis Notice and Post-Award Synopsis Notice are created and maintained in almost identical windows. Certain data fields which are not required for the specific synopsis notice are either invisible or Read-Only. Once you have entered the information in the Synopsis Notice Window, you may save it in a file for submission to the *Commerce Business Daily*.

To create a Pre-Award Synopsis Notice:

1. Double-click the  Pre-Solicitation Folder icon to open the folder and activate the Pop-up Workspace Menu. Select Create Document/Form, then Pre-Solicitation. From the list of documents and forms, choose Pre-Award Synopsis Notice.
2. In the Name dialog box, either accept the default title by clicking OK, or enter a title and click OK. A  form icon is placed in the open folder.
3. Double-click the  form icon to edit the synopsis notice. The Pre-Award Synopsis Notice Window is displayed.
4. Fill in the appropriate information, as described below.



Note: Fields with N/A allow data entry when completing the *Post-Award* Synopsis Notice.

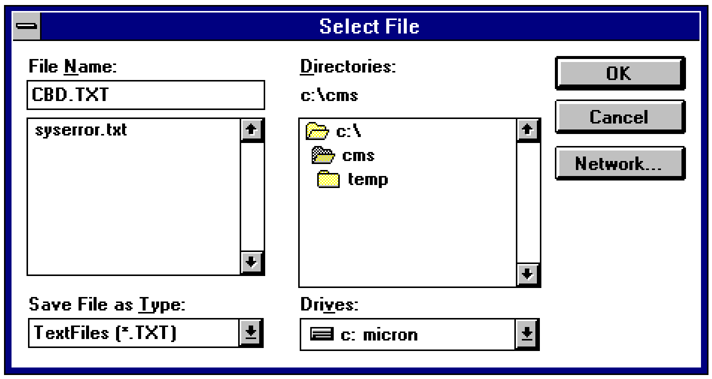
The following is an explanation of each field in the Pre-Award and Post-Award Synopsis Notice Windows:

Field	Explanation
Action Code	The pre-filled selection reflects the type of Synopsis Notice.
Date	Enter the month and day of transmission to the CBD. Example: enter *0125* for January 25.
Year	Enter the calendar year as two digits.
FIPS Number	The FIPS number identifying the agency is pre-filled.
Classification Code	Select the code from the drop-down list box that best describes the overall acquisition.
Subject	Enter a brief title or summary of the acquisition, which will be used as the bold title at the beginning of the CBD listing.
Description	(Pre-Award Synopsis Notice only) Enter a description of the acquisition. To add CBD footnotes to the description, use the Look Up Notes button.
Contact Point	Identify the official responsible for answering inquiries, and include a telephone number and other contact information. If the point of contact is not the contracting officer, also identify the contracting officer. Pre-filled if information was provided in the Parameters Window.
Address, ZIP Code	Enter the address of the government agency submitting the notice. Place the ZIP Code in the separate block that is provided. Pre-filled if information was provided in the Parameters Window.
Proposed Solicitation Number	(Pre-Award Synopsis Notice only) The solicitation number you entered in the Procurement Parameters Window is pre-filled here.
Opening/Closing Date	(Pre-Award Synopsis Notice only) Enter the deadline for receipt of bids, proposals or responses.
CLIN	(Post-Award Synopsis Notice only) The number(s) of the line item(s) awarded in this contract are pre-filled in this block.
Contract Number	(Post-Award Synopsis Notice only) The Contract number is pre-filled in this block.
Award Date	(Post-Award Synopsis Notice only) The date if the contract award is pre-filled in this block.
Award Amount $	(Post-Award Synopsis Notice only) The amount of the contract award is pre-filled in this block.
Contractor	(Post-Award Synopsis Notice only) The name and address of the successful offeror are pre-filled in this block.
Look Up Notes Button	A current list of CBD Notes for inclusion in the CBD Notice.

To generate CBD file for submission:

1. Click the Create File button at the bottom left of the Synopsis Notice Window.
2. Enter a file name and select a directory in the Select File dialog box. Click OK.

Note: When creating a CBD file, it is important to note the directory in which the file was created for future access. In addition, saving changes to the Pre-Award Synopsis Notice in the Pre-Solicitation Folder will not result in those changes appearing in the CBD file. For this reason, it is recommended that you not create the CBD file until the Synopsis Notice is finalized and ready for submission to the *Commerce Business Daily*.



3. The data is saved as a *.TXT* file in the directory you specified, and may be made available to the CBD Express Office for transmittal to the *Commerce Business Daily*.
4. Double-click the close bar to exit the window. If the Closing dialog box is displayed, click the Save Then Exit button. All data is saved and displayed the next time you open the Pre-Award Synopsis Notice Window. (Future changes made to the Synopsis Notice in the Pre-Solicitation Folder will not be captured in the CBD file.)

Practice Exercise

Exercise 8-1: Create a Pre-Award Synopsis Notice

Create and edit a Pre-Award Synopsis Notice in the Pre-Solicitation Folder, then generate a CBD file for the synopsis notice, making a note of the filename and directory path. View the CBD file using Windows Notepad.

Follow these steps to complete this exercise:

Step	Action
1	Open the Pre-Solicitation Folder inside the Procurement Package Folder. Activate the Pop-up Workspace Menu and select Create Document/Form, then Pre-Solicitation, then Pre-Award Synopsis Notice.
2	In the Name dialog box, accept the default title by clicking OK.
3	Double-click on the form icon to open the Synopsis Notice Window.
4	Fill in the blanks with data. Do not change pre-filled fields.
5	Click the Lookup Notes button. In the Choose the CBD Notes dialog box, select one of the notes, then OK.
6	Click the Create File button. In the Select File dialog box, enter a name with a .TXT extension, and make a note of the name and directory path. (The C:\CMS directory is usually suggested.)
7	View the CBD file using Windows Notepad by switching to Windows Program Manager, then opening Main program group. Double-click the file Manager icon, and locate the file in the directory noted in Step 6 above. Double-click the file name to open it in Notepad, and view the file. Close Notepad and return to the AMAS program.

Unit 9: Clauses

Objective

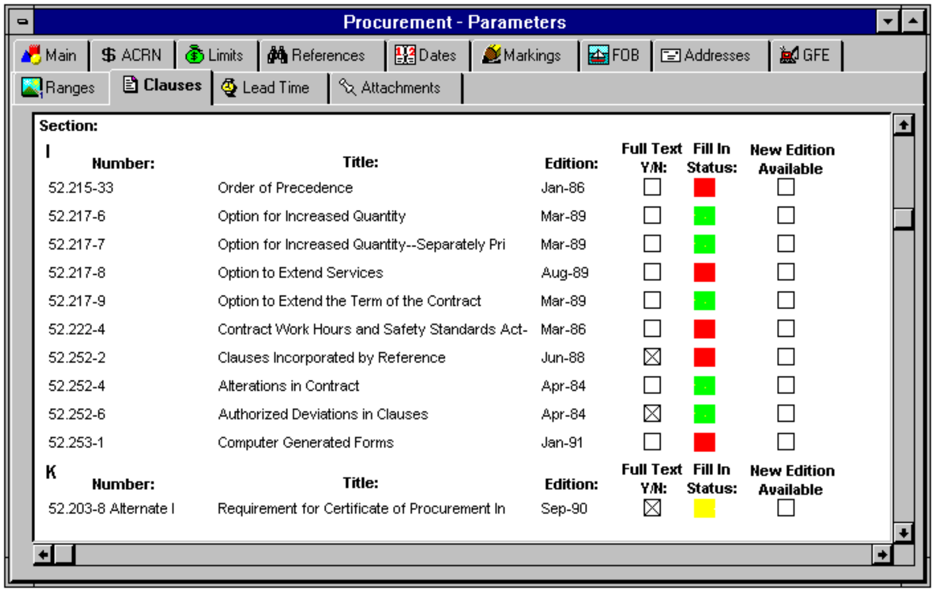
The Clauses Panel in the Parameters Window allows you to build a list of clauses for a solicitation or contract document. A set of typical clauses may be generated based on the selections in the Main Panel in the Parameters Window. Clauses may be added or deleted from the list one at a time, or a new set may be retrieved using the Regenerate command.

When you finish this unit, you will be able to do the following:

- Prepare a list of clauses for use in UCF documents (solicitation and contract), using the Clauses Panel of the Parameters Window
- Add regulatory or customized clauses
- Update clauses after generation
- Regenerate clauses
- Conduct a Regulations Search

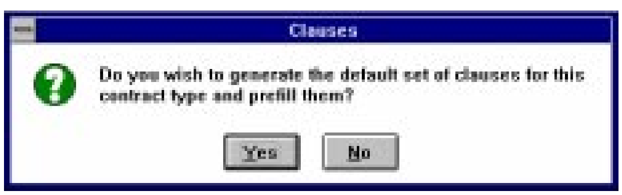
Using the Clauses Panel in the Parameters Window

The Clauses Panel in the Parameters Window allows you to build a set of clauses for your solicitation or contract. Clauses extracted from the database are contingent upon the selections in the Main Panel in the Parameters Window.



To use the Clauses panel:

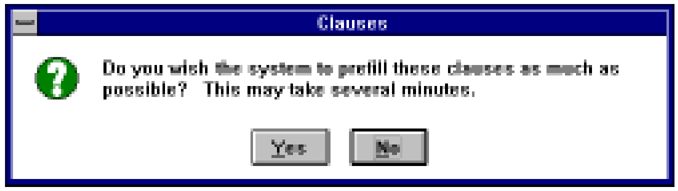
1. Open the Parameters Window and click the Clauses tab. If a list of clauses has not been built for the contract, a dialog box is displayed asking whether you want the system to compile a list.



Click…	and the system will…
Yes	display the dialog box on the next page.
No	display an empty screen where you may either build a list by addng clauses one at a time or you may re-open the Clauses Panel build clauses at a later date by activating the Clauses dialog box.

<u>**Note:**</u> There may be a slight delay as the system assembles the list of templates.

2. Then a dialog box is displayed asking you whether you want the system to pre-fill clauses (below).



Click…	and the system will…
Yes	generate clauses based on the contract type and other parameters you entered in the Main Panel of the Parameters Window and pre-fill the clauses by extracting information from the data base, such as names and solicitation numbers.
No	generate clauses based on the contract type and other parameters you entered in the Main Panel of the Parameters Window and leave the clause fields blank for manual data entry.

3. Delete a clause by selecting the clause and choose Delete from the Form Menu.
4. Complete language of a clause can be incorporated in the document by clicking on the block in the Full Text column, which will then have an “x.” Clauses are included by reference only, without including its text, if the block in the Full Text column is empty.

The Fill In column displays the status of each clause, as follows:

Red The clause does not require any user-provided information.

Green The clause requires additional text, and none has been entered.

Yellow The clause requires additional text, and partial or complete information has been entered.

5. Enter information in clauses by double-clicking anywhere on that clause’s line. Green or yellow boxes in the Fill In column next to a clause indicates data entry may be needed.
6. Enter the information requested and click OK to return to the Clauses Panel. If the box in the Fill In column was green, it is now yellow to indicate that data has been entered. If the box was yellow, it remains yellow.
7. Update a clause, if necessary, when a new edition is available for a clause and the New Edition Available column is checked.

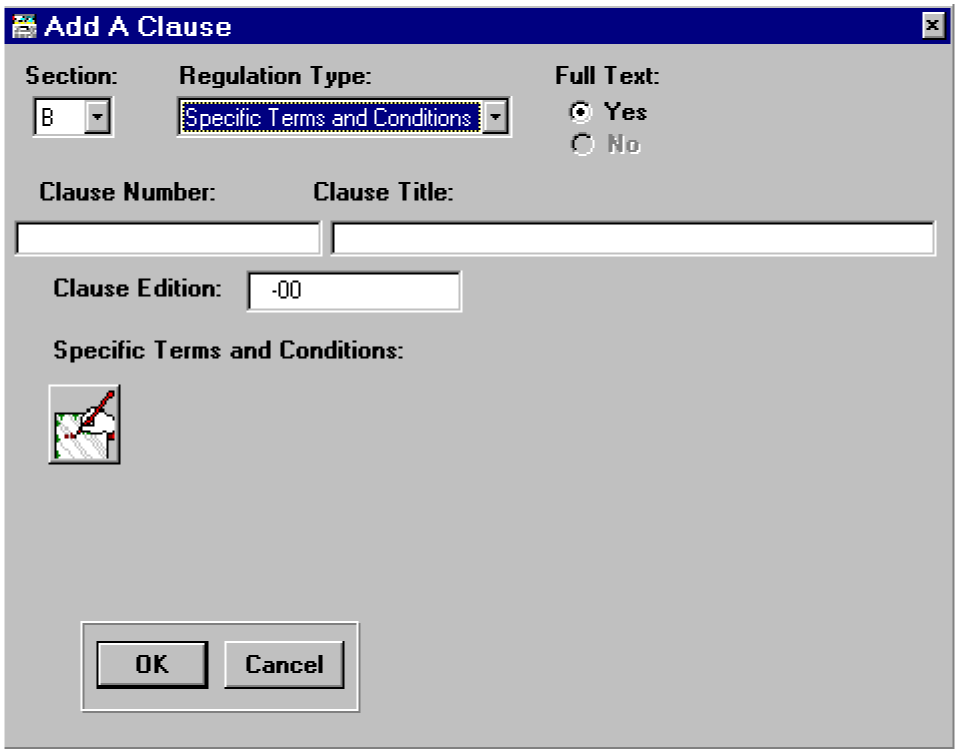
Add a Clause Window

Clauses may be added to the list in the Clauses Panel of the Parameters Window, using the Add a Clause Window. You may add clauses to the list that the system generates from a template, or you may add all necessary clauses one at a time instead of using a template.

To Add Clauses:

1. Open the Parameters Window and click the Clauses tab.

2. Select Append or Insert from the Form Menu. The Add a Clause Window is displayed.



3. Do one of the following:

   - To add a regulatory clause, select the appropriate Section and Regulation Type from the drop-down list boxes, and enter a Clause Number. If the specified clause number and regulation type are recognized by the system, the Clause Title and Clause Edition are displayed after you enter the number. If necessary, enter the title and edition.

   OR

   - To add a customized clause, select the appropriate Section, and in the Regulation drop-down list box, select Specific Terms and Conditions. Enter a Clause Number (for example, C-001) and a Clause Title, then enter the text of the clause in the Specify Terms and Conditions text entry field.

4. Change the Full Text radio button to Yes or No, if necessary.

5. Click OK to add the clause. A dialog box or message box is displayed with one of the following messages:

Do you want to add another clause? - This means the clause was successfully added to the list. Click Yes to continue using the Add a Clause Window. Click No to close the Add a Clause Window and return to the Clauses Panel.

Clause is already in the procurement, no need to add it again. **-** This means the clause you tried to add is already in the clause list and has not been duplicated. (Check to see if it is listed in another section.) When you click OK you are returned to the Add a Clause Window.

Unable to locate clause number __ in the database. **-** This means you entered a clause number that is not in the system. The new clause number is added to the list, but without a title. When you click OK you are returned to the Add a Clause Window.

6. To close the Add a Clause Window without adding another clause, click No.

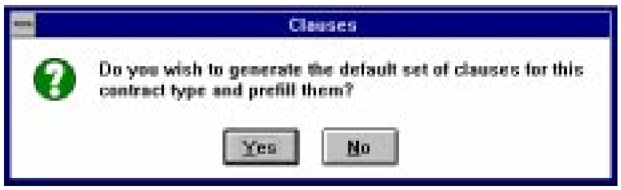
It is very important to remember that if you have not built your clauses and add individual clauses uisng this process, if you regenerate a set of clauses at a later date, all individually added clauses will be lost.

Regenerating Clauses

After clauses are generated in the Clauses Panel of the Parameters Window, a change in the Main Panel of the Parameters Window may require a different set of clauses, which can be retrieved with the Regenerate command. When the clause list is regenerated, all existing clause information is overwritten, including any additional clauses that were appended to the previous list.

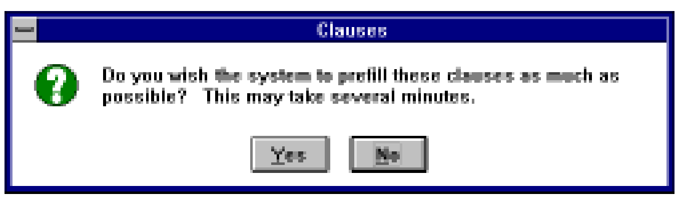
To generate a new set of clauses:

1. Open the Parameters Window and click the Clauses tab. The list of clauses previously generated or entered is displayed.
2. Select Regenerate from the Form Menu. The following dialog box will appear:



Click…	and the system will…
Yes	display the prefill clauses dialog box.
No	display an empty screen where you may either build a list by adding clauses one at a time or you may re-open the Clauses Panel build clauses at a later date by activating the Clauses dialog box.

3. Then a dialog box is displayed asking you whether you want the system to pre-fill clauses (below).



Click…	and the system will…
Yes	generate clauses based on the contract type and other parameters you entered in the Main Panel of the Parameters Window and pre-fill the clauses by extracting information from the data base, such as names and solicitation numbers.
No	generate clauses based on the contract type and other parameters you entered in the Main Panel of the Parameters Window and leave the clause fields blank for manual data entry.

4. The list of clauses is replaced with a new set based on the current selections in the Main Panel of the Parameters Window.

Script for Review of Units 1 thru 9

Firm Fixed Price Services - Definitive Contract
Information Technology Support, Financial Systems, and Travel and Funds Control Support Services

Step 1 - Logging into AMAS

Task	Action
1	Double-click AMAS icon in Windows CDI Application (when log-in screen is ready Attention appears on the bottom of your screen)
2	Enter User ID (same as PC user ID) or accept defaulted ID.
3	Enter Password. (default spawar1)
4	Click *Begin*

Step 2 - Creating a Procurement Package Folder

Task	Action
1	Click File Cabinet icon at top of Navigator (left side)
2	Activate Pop-up **Workspace Menu**
3	Select **Create Folder** by clicking on selection then select **Procurement Package**
4	Select **Large Procurement** by clicking on selection listed.
5	Enter Contract Directorate and Comptroller Directorate Support Services as the name of the package then click OK.
6	Notice that the Procurement Package Folder created with Pre-Solicitation, Negotiation, and Contract subfolders.
7	Click OK to acknowledge *Procurement Package Folder Created* message.

Step 3 - Migrating Procurement Request (PR) Folders to Procurement Packages

Task	Action
1	Open **In Box**. The PR folder must be displayed in right workspace.
2	Scroll down in Navigator to make Procurement Package Folder visible but do not highlight or open it. (If it's visible you don't have to do anything)
3	Highlight PR Folder in your workspace (right side) drag and drop in the Procurement Package Folder in Navigator (left side). Release mouse button when Procurement Package folder title is highlighted.
4	Click Yes to copy data from PR Folder to Procurement package Folder
5	Click Yes to "Replace Procurement Package Folder title with PR Folder title". This will rename the Procurement Package folder title.
6	Double-click Procurement Package Folder icon in Navigator (left side) to open folder. Notice four sub-folders will appear in your Workspace (right side): Procurement Request, Contract, Negotiation and Pre-Solicitation.

Step 4 - Defining Parameters

Note: Parameters are information that applies to entire procurement action while information that is applicable to one or a limited number of items is entered in line item window.

Task	Action
1	Open Procurement Package Folder.
2	Place your cursor in blank area inside Procurement Package Folder and activate Pop-up **Workspace menu** then select **Parameters.**
3	Procurement Parameters window is displayed opened to Parameters **Main Panel**. Review information copied from PR Folder into Parameters Window and make any changes necessary.
4	In the Parameters Main Panel, select **Award Instrument** by clicking on the blank space to activate then scroll down and click on **Definitive Contract.**
5	Select **Contract Type** by clicking on the blank space to activate then scroll down and click on **Firm Fixed Price (FFP)**.
6	Select **Set-Aside Type** by clicking on the blank space to activate then scroll down and click on appropriate selection unless do not have set-aside then leave defaulted selection of “NONE”.
7	Select **Purchase Category** by clicking on the blank space to activate then scroll down and click on **Services**.
8	Select **Extent of Competition** by placing the cursor in field to activate then scroll down and click on **Competed**.
9	Select **Solicitation Type** by clicking on the blank space to activate then scroll down and click on **Request for Proposal**.
10	Select **Solicitation Number** by double clicking on blank space to activate auto-numbering window then click on the Cancel button. When you return to the Parameters Main Panel, type in a Solicitation Number (N00039-01-R-____).
11	Click **Dates tab** to display Dates panel. Click on the **Append** button on the toolbar to add blank row. In **“Type of Date”** click once to activate then scroll down and click on **Proposal/Quotation Due Date** then tab to **“date/time field”** and enter closing date for invitation for bids.
12	In Dates Panel, insert additional row by clicking on **Append** button then in **“Type of Date”** click once to activate then scroll down and click on **Performance End** then tab to **“date/time field”** and enter ending date for contract period of performance.
13	In Dates Panel, insert additional row by clicking on **Append** button on toolbar then in **“Type of Date”** click once to activate then scroll down and click on **Performance Start** then tab to “date/time” field and enter starting date for contract period of performance.
14	Click **Addresses tab** to display Addresses panel. Verify information prefilled for **Government Contracting Office** then click **“Point of Contact”** button (right corner bottom) to activate **Point of Contact Panel** and verify information prefilled for Buyer Name or Department and Procuring Contracting Officer.
15	**Close Parameters** Window by clicking on file cabinet in upper left portion of window then selecting Close or click on the close button in upper right corner of Parameters Window.

Step 5 - Create Line Items

Task	Action
1	Open Procurement Package Folder.
2	Place cursor in blank area in right workspace and activate pop-up **workspace menu**.
3	CLIN Maintenance Window will open with **CLIN Panel** displayed. Review line item information copied from PR Folder into CLIN Maintenance Window and make any changes necessary.
4	To add line items - click the **Append** button on toolbar to add a blank row in the box at top of window and blank data entry fields in lower section of data window. (append adds line to the bottom)
5	Enter CLIN information starting with **Number**. Line item number and name are displayed in list at top of window as you tab to next data field. Using tab key to move from field to field ensuring data entered into field will be saved. Information must be entered in **Number, Name, Quantity, Unit, Unit Price,** and **Description** fields. The description to be included is Lot **I** - Contract Directorate Contract Administration and Information Technology Support Services.
6	Click on Pricing tab to activate **Pricing Panel** then place cursor in **Amount Code** field on **Fixed Price** and then enter the appropriate amount (for the line item you just added)
7	Click on the **CLIN tab** to activate the CLIN Panel. Click on the **Append** button on toolbar to add a blank row for another line item. Use the tab key to move from field to field ensuring data entered into filed will be saved. Information must be entered in **Number, Name, Quantity, Unit, Unit Price,** and **Description** fields. The description to be included is Lot **II** - Comptroller Directorate Financial Systems, Travel and Funds Control Support Services.
8	Click on **Pricing tab** to activate Pricing panel then place cursor in **Amount Code field** on **Fixed Price** and then enter the appropriate amount (for line item just entered).
9	Click on the **CLIN tab** to activate the CLIN Panel**. Highlight Line Items 0001 and 0002** then click on the **Copy button**. Click the “Option Y/N box” in the dialog box and enter appropriate information to indicate Option Year 1.
10	**Highlight Line Items 0003 and 0004** then click on the **Copy button** on the toolbar. Click the “option Y/N box” in the dialog box and enter appropriate information to indicate Option Year 2.
11	**Highlight Line Items 0005 and 0006** then click on the **Copy button** on the toolbar. Click the Option Y/N box in the dialog box and enter appropriate information to indicate Option Year 3.
12	**Highlight Line Items 0007 and 0008** then click on the **Copy button** on the toolbar. Click the Option Y/N box in the dialog box and enter appropriate information to indicate Option Year 4.
13	Close CLIN Maintenance Window by clicking on file cabinet in upper portion of window then selecting Close or click on the close button in upper right corner of the CLIN Maintenance Window.

Step 6 - Select Clauses

Task	Action
1	Open Procurement Package Folder.
2	Place cursor in blank area in right workspace and activate pop-up **workspace menu**. **Select parameters.** Parameters Window will open with Main Panel displayed.
3	Click **Clauses Tab** to display Clauses Panel. When “generate default set of clauses” message appears, click **Yes**. When “system pre-filling clauses” message appears, click **Yes**. Clauses requiring fill-in information are identified by yellow box or green box under fill-in status column. To access clause text double click on clause title then fill-in information.
4	**Close Parameters Window** by clicking on the close button in the upper right corner of Parameters Window.

Unit 10: Solicitation Preparation

Objectives

The Procurement Package Folder is used to prepare the solicitation and associated documents and forms, and it holds other folders that are needed for other stages of the procurement.

When you finish this unit, you will be able to do the following:

- Prepare a Solicitation document
- Route a Solicitation document for approval
- View approval threads
- Issue a Solicitation
- Amend a Solicitation

Procurement Package Documents and Forms

The following documents and forms may be created in the Procurement Package Folder, as needed:

Documents

Acquisition Plan

Solicitation (with SF 33)

Solicitation (with SF 33 and 1707)

Technical Advisory Report (TAR)

Forms

Contract Data Requirements List (DD 1423)

Patent Rights Documentation

Cover Page Forms

These forms are included in the Solicitation UCF document.

Information to Offerors or Quoters (DD 1707)

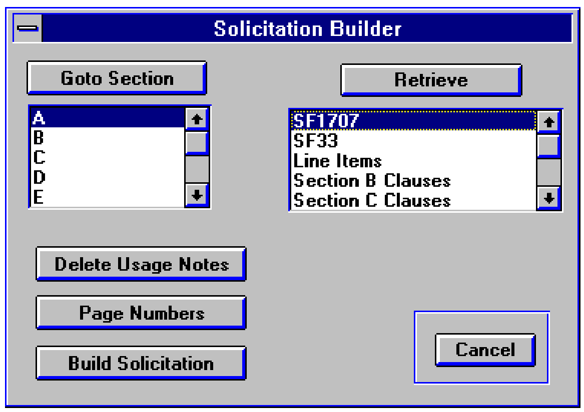
Solicitation, Offer and Award (SF 33)

Building a Solicitation

Solicitation documents (except the Informal Solicitation) follow the Uniform Contract Format (UCF), and contain sections A through M, with the SF 33 or SF33 and DD 1707 as cover page(s). When you build a solicitation document, information from the Parameters and Line Items Windows is retrieved from the database to create the sections. Information in these Windows should be reviewed before building the Solicitation document. Additionally, if the PR has included Sections C, D, E or F, that information is also included.

To build a Solicitation document section by section:

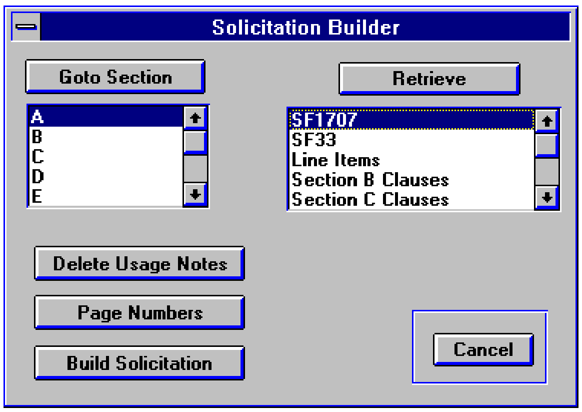
1. Create a Solicitation document in a Procurement Package Folder
2. Double-click the solicitation document icon to open the document for editing.
3. To retrieve information from the database for a specific section of the solicitation, place the text insertion point (blinking cursor) at the top of the section, just below the section heading.
4. Click the  Solicitation Builder button on the document toolbar. The Solicitation Builder dialog box will appear.



5. In the list at the top right, select the desired data to be retrieved.
6. Click the Retrieve button. Data for the selected section is added to the solicitation document. Data is always pasted in *at the cursor location*. If you accidentally retrieve data in the wrong location, use the Undo command on the word processing Edit Menu to reverse the command.
7. To update the page numbering after you retrieve or edit individual sections, open the Solicitation Builder dialog box and click the Page Numbers button. The page numbering is adjusted and the appropriate page numbers are placed in the cover page form.
8. To view a specific section of the solicitation document, open the Solicitation Builder dialog box and select the section letter in the list at the top left. Click the Go to Section button. The beginning of the requested section is displayed.
9. To save and exit the Solicitation document, press the footprints button on the toolbar.

To build a Solicitation document in its entirety using the Build Solicitation button:

1. Create a Solicitation document in a Procurement Package Folder
2. Double-click the solicitation document icon to open the document for editing.
3. Click the  Solicitation Builder button on the document toolbar. The Solicitation Builder dialog box will appear.

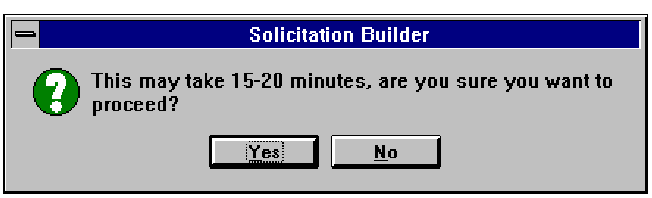


4. Click the Build Solicitation button at the bottom of the dialog box.

Note: The  Build Solicitation button always builds and paginates the entire solicitation document. If you have edited information retrieved from the database (red text), your work may be overwritten when you click Build Solicitation. Therefore, even if you are missing some information, it is advisable to build the entire document first, then edit individual sections later and use the Page Numbers button to update the page numbering.

Note: If you selected the Informal Solicitation template when you created the solicitation document (above), the following procedures do not apply. The Informal Solicitation is a one-page letter, not a UCF document.

5. A dialog box appears with an estimate of the time required to build the solicitation. Click Yes.



6. The system retrieves information from the database for the SF 33, the DD 1707 (if included), and the sections of the solicitation. The line items are placed in Section B. The clauses identified in the Clauses Panel of the Procurement Parameters Window are placed in the proper sections. Page numbers are calculated and inserted in the SF 33. All data retrieved from the database is displayed in red.
7. To remove usage notes from the clauses, open the Solicitation Builder dialog box again, and select Delete Usage Notes. As each note is located, a dialog box asks if it should be deleted. Click Yes to delete the selected usage note.

<u>Note:</u> The Delete Usage Notes button initiates a search for *any* text enclosed in brackets [like this]. To avoid accidentally deleting bracketed text that belongs in the document, you should inspect each selection before clicking Yes in the User Note Deletion dialog box.

8. To view a specific section of the solicitation document, open the Solicitation Builder dialog box and select the section letter in the list at the top left. Click the Go to Section button. The beginning of the requested section is displayed.
9. To close the Solicitation Builder dialog box without performing any action, click the Cancel button.
10. To print the solicitation document, select Print from the word processing File Menu. (For complete information about printing documents, see your word processing documentation.)
11. To exit and save the solicitation document, select the footprints button from the toolbar.

To edit data in SF 33

1. To edit the data pre-filled in the SF 33 form (page 1 of the solicitation), click the Protect for Forms button on the document toolbar and use the TAB key to move from field to field.
2. To edit text outside form fields, click the Unprotect button on the toolbar. Be careful not to delete any of the gray-shaded form fields while editing the document.

Retrieving Changes in a Solicitation Document

Changes may be made to this document before it is issued/awarded by editing the Parameter and Line Item Windows in the appropriate folder. The following is a guideline for retrieving the changed data.

To retrieve changes in a Solicitation document:

1. Open the Document to be changed.
2. Open the Solicitation Builder and select the desired section from the GoTo Section list.
3. Delete the old text. (This step does not apply if you are revising the SF 107, SF 33 or SF 26.) Make sure to delete only the section being replaced. For example, in Section B, the line items and clauses are two separate selections; in Section I, the Clauses may be in full text or by reference.
4. Place the cursor at the point you want to insert the retrieved data. (This step is important, since the data will be inserted where you place the cursor.)
5. Click on the Solicitation Builder and select the desired information from the list at the top right.
6. Click on the Retrieve button to retrieve the data.
7. Select the footprints button to save changes and exit the document.

Practice Exercises

Exercise 10-1: Prepare a Solicitation Document

Create and build a solicitation document (with an SF 33 cover page) in the Procurement Package Folder designated by the instructor.

Follow these steps to complete this exercise:

Step	Action
1	Open the “Example” Procurement Package Folder.
2	Review Parameters and Line Item Windows for completeness.
3	Activate the Pop-up Workspace Menu and select Create Document/Form, then Procurement Package, then Solicitation.
4	In the Select a Document Template dialog box, select Solicitation with SF 33.
5	Double-click the icon for the document to open it.
6	In word processing, click the Solicitation Builder button on the document toolbar. The Solicitation Builder dialog box is displayed.
7	Click the Solicitation Builder button in the dialog box.
8	Click Yes in the dialog box.
9	To remove usage notes from the clauses, open the Solicitation Builder dialog box again, and select Delete Usage Notes, As each note is located, a dialog box asks if it should be deleted. Click Yes to delete the selected usage note.
10	To close the Solicitation document, click on the footprints button in the toolbar.

Exercise 10-2: Edit Solicitation Before Routing and Issuing

Follow these steps to complete this exercise:

Step	Activity
1	Open the “Example” Procurement Package. Open the Line Item Window.
2	In the Line Item Window, change the quantity being purchased for line item 0001. Close the Line Item Window.
3	Open the Solicitation document, click the Solicitation Builder button. Select Section B and click the GoTo Section button.
4	Delete the line items.
5	Place the cursor at the beginning of the Line Item section.
6	Click the Solicitation Builder button again.
7	In the Solicitation Builder dialog box, select Line Items and click the Retrieve button. The revised line item data should be inserted in the document.
8	Save and close your Solicitation document using the footprints button in the toolbar.

Approval Routing

Any item or folder marked Complete can be routed for approval. Approval routing sends an item sequentially and/or parallel to a list of users in an approval thread. Additional non-mandatory members can be added to the thread by any thread member. Each member of the thread approves or disapproves the item, and it continues automatically to the next member or back to the user who routed it. Suspension dates can be set for each member of an approval thread.

Once the item is approved by the last member of the approval thread, it will either be returned to the originator of the thread, or it will change ownership to the last user in the thread, depending on the instructions in the approval thread. After an item has been approved by all members of the approval thread, it is marked with an Approved symbol in place of the Completed symbol.

To route an item or folder for approval:

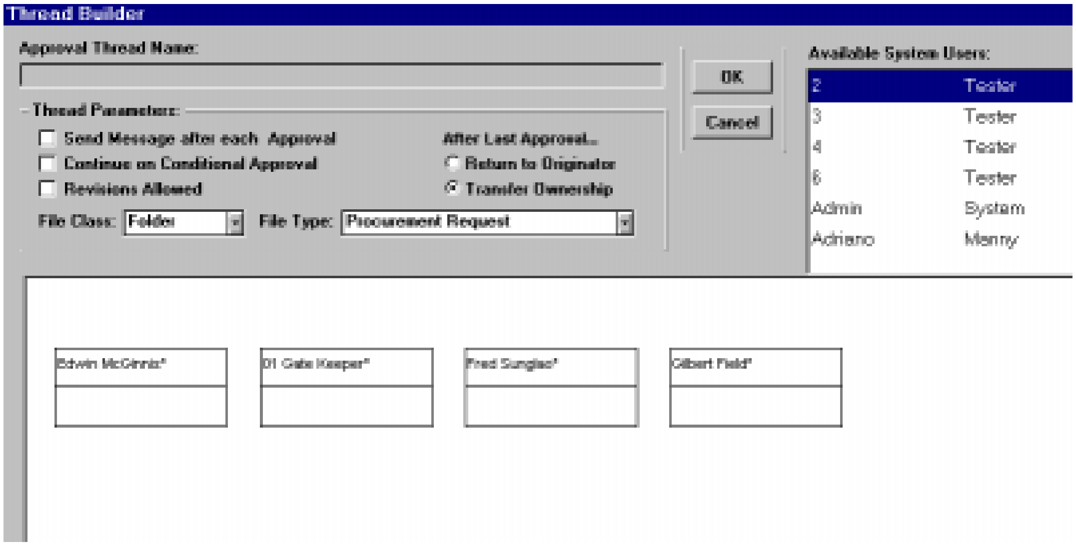
1. Open the folder where the document or folder to be Routed for Approval is located.
2. Point to the document or folder icon in the right workspace and click and hold mouse button 2 to activate the Pop-up Icon Menu.
3. Select Complete. Complete dialog box will appear. Click yes. A smile symbol will be attached to the icon.

4. Do one of the following:
   - Point to the icon, and press and hold mouse button 2 to activate the Pop-up Icon Menu. Select Route.

     OR

   - Drag the icon from the right side of the Workspace Window to the Out Box in the Navigator. (Before you drag the icon, use the Navigator's vertical scroll bar to display the Out Box.) The Routing dialog box is displayed.
5. Select Route for Approval and click OK. The Select an Approval Thread dialog box is displayed.

6. Select the appropriate approval thread and click OK.



7. The Thread Builder Window is displayed. If any additional system users need to be added to the thread, select their name from the Available System Users list and drag them to the appropriate place. You may add users sequentially after other users or you can route the documents parallel by adding the user at the bottom of current thread members.

8. To delete a member that has been inadverntly added by you or other thread members from the thread select their name and hit the delete key. Note: Members with asteriks by their names are mandatory thread members and may not be deleted from the thread.

9. A message box confirms the start of the route for approval process. Click OK.

Once material has started the routing process, the following symbols may appear attached to the icon in your workspace:

Symbol	Status	Definition
	Locked	Indicates that the folder or item cannot be edited while it is routed for approval
	Approved	Indicates the folder or item is approved
	Disapproved	Indicates the folder or item is disapproved

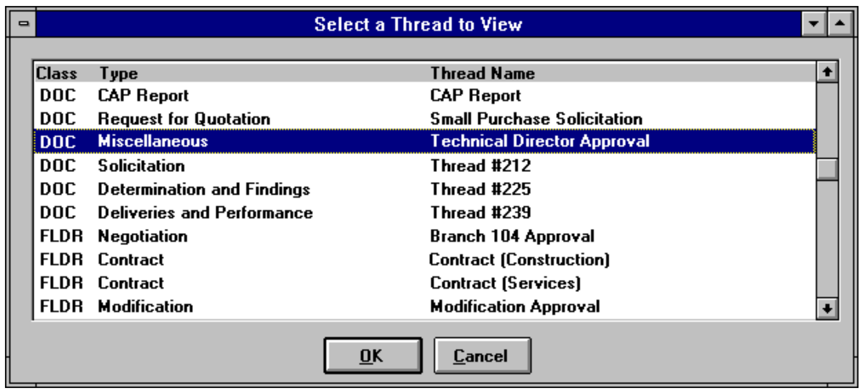
Note: If you are not sure which approval thread to select, open the Thread Viewer Window to examine the parameters and members of selected threads.

Viewing Approval Threads

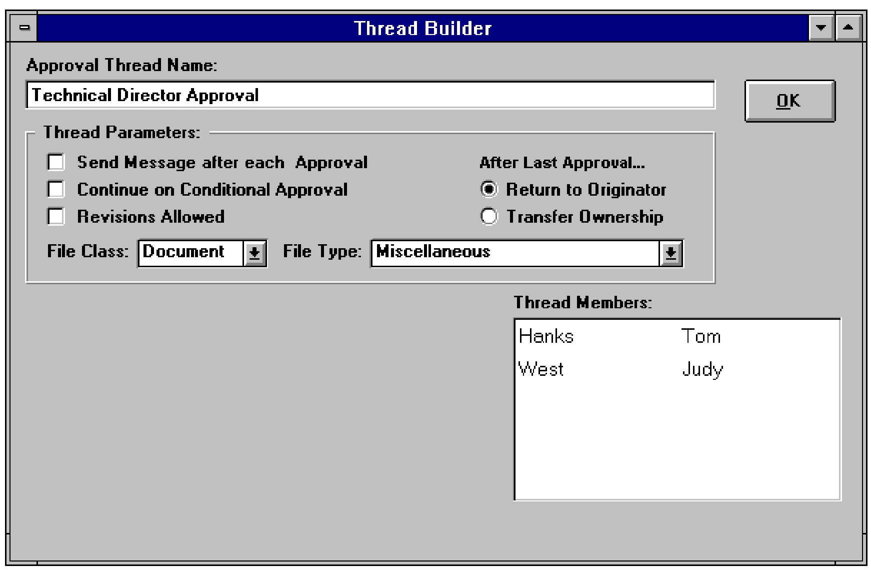
If you are not sure which thread to select for approval routing, you may want to examine one or more threads before you make your choice. By opening the Thread Viewer Window, you may research individual approval threads to see who is included, what restrictions apply to items as they are routed along the thread, and who will own the routed item after approval.

To examine approval threads:

1. Select View Approval Thread from the Utilities Menu to examine an approval thread. The Select a Thread to View Window is displayed.



2. Select the name of the thread you want to examine and click OK. The Thread Viewer Window is displayed.



3. When the following options are marked in the Thread Parameters section of the window, they apply to the thread:

If this option is marked...	then...	If it is not marked...
Send Message After Each Approval	the system sends a message to the originator after each user approves the routed item.	the approval process continues silently.
Continue on Conditional Approval	the item continues in the approval thread if it is disapproved by a member, then returns to the originator for revisions when it reaches the end of the approval thread.	a disapproved item is returned to the originator immediately.
Revisions Allowed	the routed item has read-write access and changes may be made by members of the approval thread.	the routed item has read-only access and changes may not be made by members of the approval thread.
After Last Approval... Return to Originator	ownership of approved items remains with the user who routed them.	you must select “Transfer Ownership.”
After Last Approval... Transfer Ownership	ownership of approved items is transferred to the last member of the approval thread.	you must select “Return to Originator.”

4. Select the file class that specifies what category of items the approval thread accepts: folders, documents or forms.
5. Select the file type from the list of items that may be routed on the thread. This may be either the name of an individual document, form or folder; or a group of similar documents.
6. Review the Thread Members list on the right for the members of the approval thread and the order in which they will receive items routed for approval.
7. Click the OK button when you are finished reviewing the thread.

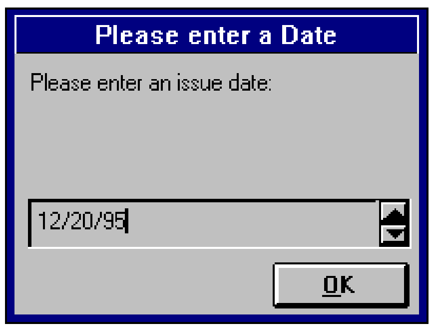
Issuing a Solicitation

Before issuing a solicitation, you must change the status of the solicitation document to Complete, and route the solicitation document for approval.

Once a solicitation is Issued, the Procurement Parameters Window, Procurement Line Item Window and the Solicitation document are all read-only. If it is necessary to change the line items or parameters, an Amendment must be issued.

To Issue a Solicitation:

1. Open the Procurement Package Folder after the approval process is finished.
2. Activate the Pop-up Icon Menu by pointing to the Approved solicitation document, and clicking the right mouse button.
3. Select Issue from the menu.
4. Click OK to accept the suggested (current) date as the official date of issuance, or enter a date in the dialog box and click OK. An  Issued symbol attached to the solicitation document and the Procurement Package Folder indicates the solicitation has been issued.



Practice Exercises

Exercise 10-3: Routing the Solicitation Document

Route Solicitation document for Approval, using the thread designated by the instructor. Change the status of the approved Solicitation document to “Issued.”

Follow these steps to complete this exercise:

Step	Action
1	Open the “Examples” Procurement Package Folder.
2	Point to the Solicitation document and activate the Pop-up Icon Menu. Select Complete, and confirm the command by clicking Yes in the dialog box.
3	Drag the Solicitation document icon from the right portion of the Workspace Window to the Out Box in the Navigator.
4	In the Routing dialog box, select Route for Approval and click OK.
5	In the Threads dialog box, select the appropriate approval thread and click OK.
6	Using the Routing Dialog box, select Route for Approval.
7	In the Threads Dialog box, select the approval thread designated by the instructor and click OK. In the message box, click OK.

Exercise 10-4: Issue the Solicitation Document

Change the status of the approved Solicitation document to “Issued.”

Follow these steps to complete this exercise:

Step	Action
1	Open the “Example” Procurement Package Folder.
2	Point to the Solicitation document and activate the Pop-up Icon Menu.
3	Select Complete, and confirm the command by clicking Yes in the dialog box.
4	Select Issue.
5	Click OK to accept the suggested date.

Amending a Solicitation

Once a solicitation has been issued, it becomes read-only, and changes must be handled as amendments with an SF 30. To amend an issued solicitation, you specify changes in the familiar Line Item and Parameters Windows *in an Amendment folder*. The title bars of both windows include the modification number, which confirms that you are recording modifications to the original information, not overwriting it. You may view the original solicitation parameters or line item information at any time by opening the windows in the Procurement Package Folder.

To create an Amendment folder:

1. Open the Procurement Package Folder where the Issued solicitation document is located.
2. Activate the Pop-up Workspace Menu.
3. Select Create Folder, then Amendment.
4. In the name dialog box, either accept the default title by clicking OK, or enter a title and click OK. An empty Amendment Folder is placed in the open Procurement Package Folder.

To edit the Amendment Parameters:

1. Do one of the following to display the Parameters Window:
   - Open the Amendment Folder inside the Procurement Package Folder. Activate the Pop-up Workspace Menu and select Parameters.

   OR

   - Open the Procurement Package Folder, point to the Amendment Folder and activate the Pop-up Icon Menu. Select Parameters.
2. Verify that the title bar of the Parameters Window includes a modification number; *if not, close the window and open the Amendment folder before activating the Pop-Up Workspace Menu.*
3. Edit, add or delete information in any panel of the Parameters Window.
4. When you click a tab for a panel that contains data, a message box is displayed asking you to confirm that you want to make changes. Click Yes to continue, or No if you do not want to modify the selected panel.
5. Double-click the close bar to exit the Parameters Window. If the Closing dialog box is displayed, click the Save Then Exit button.

To edit the Amendment Line Items:

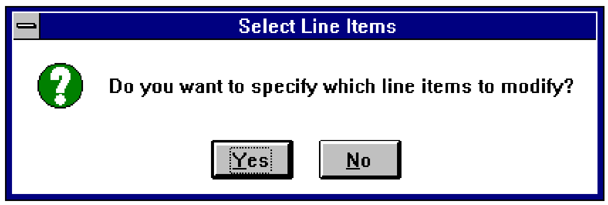
1. Do one of the following:

   - Open the Amendment Folder inside the Procurement Package Folder. Activate the Pop-up Workspace Menu and select Line Items.

     OR

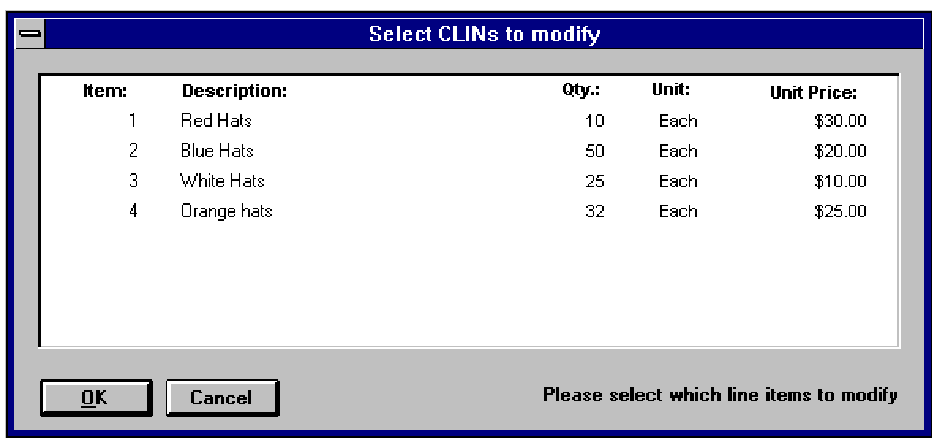
   - Open the Procurement Package Folder, point to the Amendment Folder and activate the Pop-up Icon Menu. Select Line Items.

2. Verify that the Select Line Items dialog box (shown here) is displayed; *if not, close the Line Item window and open the Amendment folder before activating the Pop-Up Workspace Menu.*



3. In the Select Line Items dialog box, click Yes if you want to modify existing line items, or No if you want to add additional line items without changing the existing ones.

4. If you click Yes, the Select CLINs to Modify dialog box is displayed. From the list of all line items, select those that you want to modify, and click OK. (To select more than one, press and hold the CTRL key as you click each selection.) The Line Item Window is displayed, with only the line items you selected. (If you did not select any line items, it is empty.)



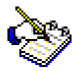
5. Edit, add or delete line items.

6. Double-click the close bar to exit the window. If the Closing dialog box is displayed, click the Save Then Exit button.

To create an Amendment document:

1. Open the Amendment Folder.
2. Select Create Document/Form from the Workspace Pop-up Menu, then Amendment.
3. From the menu of documents and forms, select Amendment or Modification.
4. In the name dialog box, either accept the default title by clicking OK, or enter a title and click OK. An icon for the document is placed in the right workspace.

To build the Amendment or Modification document:

1. Double-click the  Document icon to edit the Amendment document in your word processor. The first time you open the document, it contains a blank SF 30 template.
2. Click the  Retrieve SF 30 button on the floating toolbar to have the system fill in the form.
3. Scroll to page 2 of the document, or click the  next page button.
4. Click at the top of page 2 to place the text insertion point (blinking cursor) there.
5. Click the  Retrieve Mod Text button to have the system generate the amendment text, based on your changes in the Parameters and Line Item Windows.
6. Add additional text to the document if necessary.
7. To print the document, select Print from the word processing File Menu.
8. To save and exit the document, select the footprints button from the toolbar.

Practice Exercises

Exercise 10-5: Create an Amendment Folder

Create an Amendment Folder.

Follow these steps to complete this exercise:

Step	Action
1	Open the "Example" Procurement Package Folder.
2	Activate the Pop-up Workspace Menu and select Create Folder, then Amendment, then Amendment.
3	In the name dialog box, accept the default title by clicking OK.

Exercise 10-6: Edit the Amendment Parameters

Edit the Parameters in the Amendment Folder.

Follow these steps to complete this exercise:

Step	Action
1	Open the "Example" Procurement Package Folder.
2	Open the Amendment Folder. Activate the Pop-up Workspace Menu and select Parameters.
3	Edit the following information: References Panel: Select a reference from the drop-down list of qualifier options and enter an associated number. Addresses Panel: Change the point of contact name to "John Smith."
4	Double-click the close bar to exit the Parameters Window. If the Closing dialog box is displayed, click the Save then Exit button.

Exercise 10-7: Edit the Amendment Line Items

Edit the Line Items in the Amendment Folder.

Follow these steps to complete this exercise:

Step	Action
1	Open the "Example" Procurement Package Folder.
2	Open the Amendment Folder. Activate the Pop-up Workspace Menu and select Line Item. In the Select Line Items dialog box, click Yes to modify existing line items.
3	In the Select CLINs to Modify dialog box, select a line item to modify and click OK. The Line Item Window is displayed, with the selected line item. Make the following line item 0001 changes: People Panel: Add a Fax Number in Communication 2 Addresses Panel: Add another contact from the drop-down list who is responsible for inspection of goods.
4	Double-click the close bar to exit the Line Item Window. If the Closing dialog box is displayed, click the Save Then Exit button.

Exercise 10-8: Prepare an Amendment Document

Create and build an Amendment document in the Amendment Folder.

Follow these steps to complete this exercise:

Step	Action
1	In the Amendment Folder, activate the Pop-up Workspace Menu and select Create Document/Form, then Amendment, then Amendment.
2	In the name dialog box, accept the default title by clicking OK.
3	Double-click the document icon to edit the Amendment document in word processing.
4	In word processing, click the Retrieve SF 30 button on the document toolbar. Wait for data to be retrieved and placed in the cover page form.

Step	Action
5	Place the text insertion point at the top of page 2.
6	Click the Retrieve Mod Text button to have the system generate the amendment text, based on the changes in the Parameters and Line Item Windows.
7	To close the document, use the footprints button from the toolbar.

Exercise 10-9: Route the Amendment Folder for Approval

Route the Amendment Folder for Approval, using the thread designated by the instructor.

Follow these steps to complete this exercise:

Step	Action
1	Open the "Example" Procurement Package Folder. Point to the Amendment Folder and activate the Pop-up Icon Menu.
2	Select Complete. Confirm the command by clicking Yes in the dialog box.
3	Drag the Amendment Folder icon from the right portion of the Workspace Window to the Out Box in the Navigator.
4	In the Routing dialog box, select Route for Approval and click OK.
5	In the Threads dialog box, select the appropriate approval thread and click OK.
6	In the message box, click OK.

Exercise 10-10: Issue the Amendment

Change the status of the Amendment Folder to Issued.

Follow these steps to complete this exercise:

Step	Activity
1	Point to the Approved Amendment Folder, and activate the Pop-up Icon Menu.
2	Select Issue.
3	Click OK in the dialog box.

Unit 11: Offers

Objectives

When you finish this unit, you will be able to do the following:

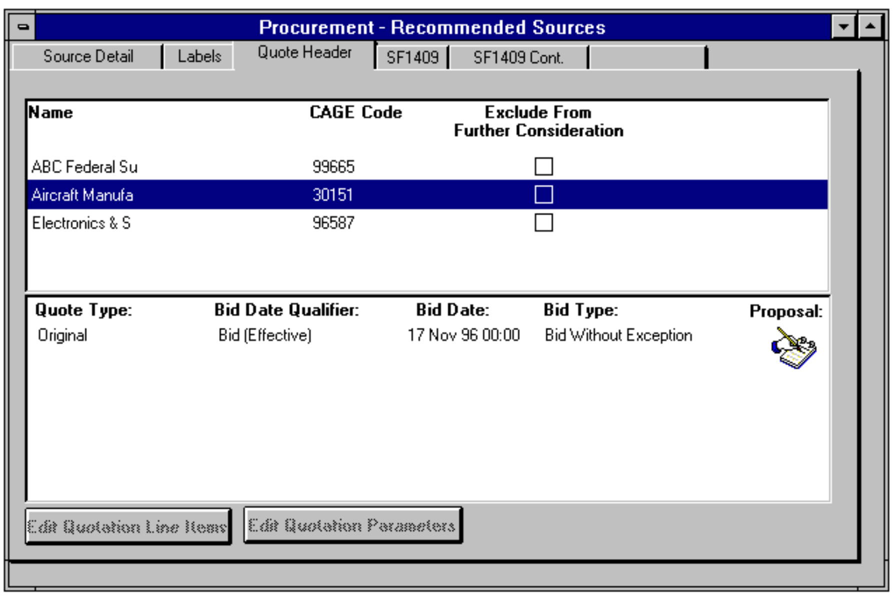
- Enter price quotes
- Generate an SF 1409
- Designate the winning contractor

Entering Quotations

Offers are recorded using the Quote Header Panel of the Recommended Sources Window, which gives you access to the Line Item and Parameters Windows. Working with duplicates of the Procurement Package Folder line items and parameters, you enter pricing and other information from each offeror. Quotes are saved separately for each offeror, and do ***not*** overwrite the original line item data used for your solicitation or RFQ. You may view the original line items or parameters at any time by closing the Recommended Sources Window, then selecting Line Items or Parameters from the Workspace Pop-up Menu.

An offeror may be excluded from further consideration by checking the Exclude From Further Consideration box for that source in the Source Detail Panel of the Recommended Sources Window. This activity will permanently remove the contractor from the SF 1409, unless subsequently re-added in the Source Detail or Quote Header Panels.

To use the Quote Header Panel:

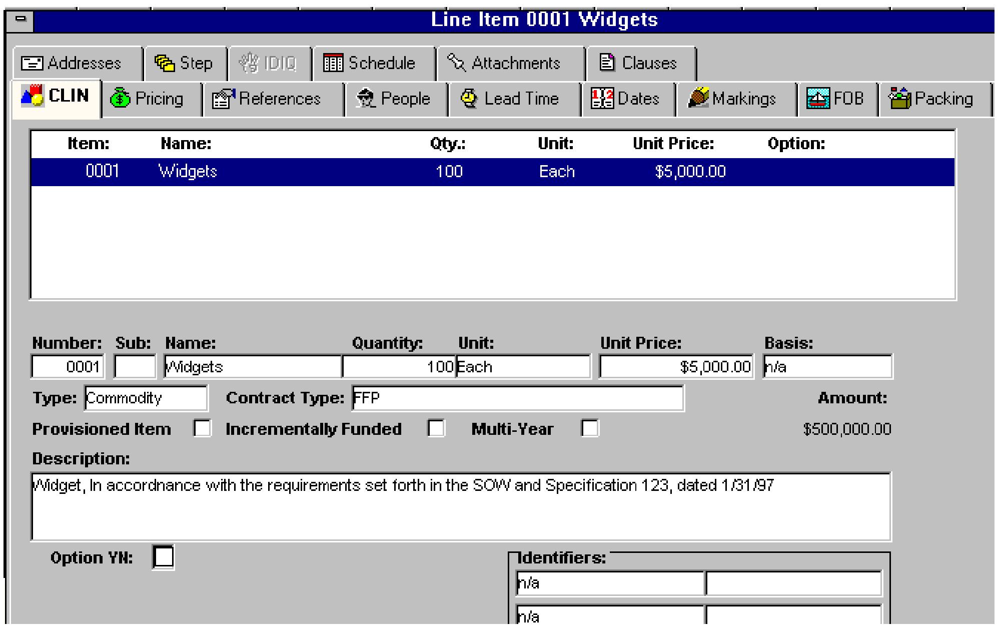


1. Open the Recommended Sources Window in a Procurement Package Folder.
2. Click the Quote Header tab. The list of sources from the Source Detail Panel is displayed in the top portion of the Quote Header Panel. The following steps will be repeated for each offer received.
3. In the Top portion of the panel, select the name of the vendor making an offer. (If you receive an offer from a source not listed, go to the Source Detail Panel and add the name and address information to the source list, then return to the Quote Header Panel, where you may then select the new source.)

4. To add a row for the quote in the lower portion of the Quote Header Panel, select Append Quotation or Insert Quotation from the Form Menu.
5. In the newly created row in the lower section, select a Quote Type, Bid Date Qualifier and Bid Type from the drop-down list boxes. Enter the date of the offer in the Bid Date field. (For Bid Type, select *Bid with Exception* if the terms of the offer differ from the solicitation or RFP.) The Proposal column allows you to view the vendor's EDI submissions in a word processing document.

The Edit Quotation Line Items button at the bottom of the Quote Header Panel gives you access to the Line Item Window so that you can enter pricing information for each line item.

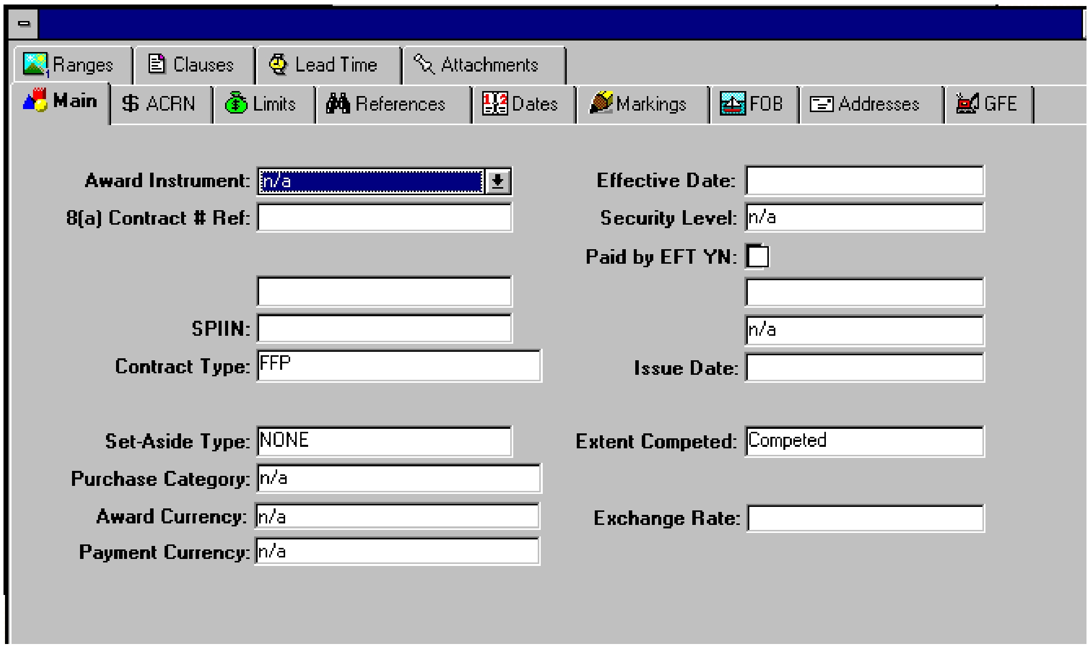
To enter Quotation Line Item pricing:



1. Click the Edit Quotation Line Items button. The CLIN Maintenance Window is displayed, with the line items for the solicitation or RFQ.
2. Click a line item to select it and enter the offeror's price quote in the *Unit Price* field. If an offeror does not quote on a line item, delete it.
3. If the quote contains any information about the line item that varies from the information entered in the Procurement Line Item Window, select the appropriate Line Item Window Panel and enter the revised information.
4. Double-click the close bar to exit the Line Item Window and return to the Recommended Sources Window. If the Closing dialog box is displayed, click the Save Then Exit button.

The Edit Quotation Parameters button gives you access to the Parameters Window so that you can enter other data about the offer, such as delivery schedule, exceptions, and bid information that differs from the solicitation or RFQ.

To enter Quotation Parameters:



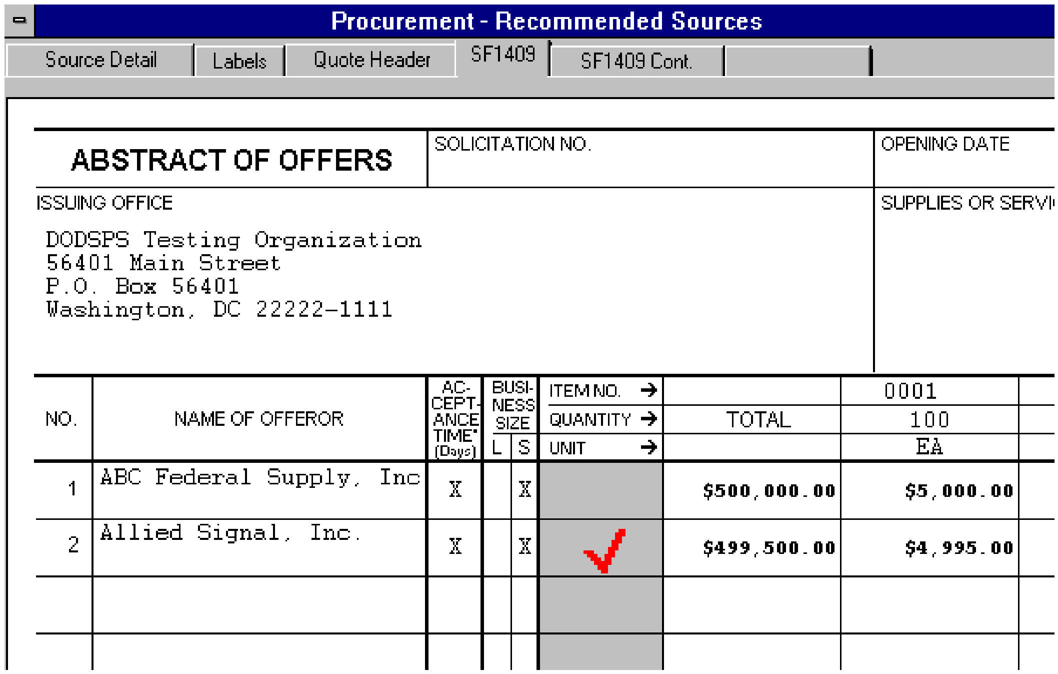
1. Click the Edit Quotation Parameters button to open the Parameters Window.
2. Enter the offeror's modifications.
3. To enter another offer (at a later date) from the same source, select the source in the top section of the Quote Header Panel and append a row in the lower section (below the other offer(s) from the same source). Enter the revised offer as described above.

Note: Quotes are saved separately for each offeror. These quotes do not affect or overwrite the original line item data from your solicitation or RFQ. You may view the original line items or parameters at any time by closing the Recommended Sources Window, then selecting Line Items or Parameters from the Pop-up Workspace Menu.

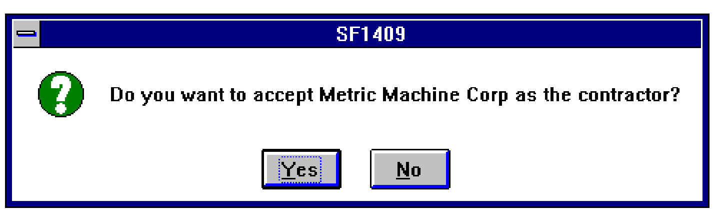
Evaluating Offers (SF 1409)

After you have entered all offers using the Quote Header Panel of the Recommended Sources Window, you may evaluate the offers in the SF 1409 Panels, where the SF 1409 Form and continuation page(s) are generated. The winning offeror may be designated from the SF 1409 Panel.

To use the SF 1409 panels:



1. Open the Recommended Sources Window in a Procurement Package Folder.
2. Click the SF 1409 tab. A slight delay is normal as the system retrieves the quotes and summarizes them in the SF 1409 Panel. If necessary, the information about offers is continued in the SF 1409 Cont. Panel. The lowest offer is identified with a red check mark.
3. To designate a bidder as the *Contractor* for the contract or order, point to the name of the winning offeror in the SF 1409 and double-click.
4. Click Yes in the message box to confirm your selection.



Note: After you designate the winning bidder in the SF 1409 Panel, the source is entered as the *Contractor* in the Addresses Panel of the Parameters Window, where the information may be edited if necessary.

To print the SF 1409:

1. Select Print Setup from the File Menu to check the current page orientation setting.
2. Click the Setup button in the Printer Setup dialog box to display the Document Properties dialog box.
3. If necessary, change the page orientation to Landscape (horizontal).
4. Click OK to close both dialog boxes.
5. Activate the Pop-up Data Window Menu.
6. Activate the Print command by doing *one* of the following:
    - Select Print Page
    - Select Print from the File Menu
    - Click the Print button on the toolbar

Practice Exercises

Exercise 11-1: Enter price quotes

Follow these steps to complete this exercise:

Step	Action
1	Open the “Example” Procurement Package Folder.
2	Open the Recommended Sources Window and click the Quote Header tab. Select a vendor.
3	Select Append Quotation or Insert Quotation from the Form Menu. A blank row is placed in the lower portion of the panel.
4	Enter the date of the offer in the Bid Date field.
5	Click the Edit Quotation Line Items button.
6	Click a line item to select it and enter the offeror’s price quote in the *Unit Price* field.
7	Double-click the close bar to exit the Line Item Window and return to the Recommended Sources Window. If the Closing dialog box is displayed, click the Save Then Exit button.
8	Enter information for other offerors.

Exercise 11-2: Generate an SF 1409 and designate the Contractor

Follow these steps to complete this exercise:

Step	Action
1	Click the SF 1409 tab.
2	AMAS retrieves the offers and identifies the lowest offer with a red check mark.
3	Double-click on the name of the winning offeror designated by a red check mark in the SF 1409 Panel.
4	In the message box, click Yes to confirm your selection.

Unit 12: Negotiation Folder

Objectives

A Negotiation Folder is automatically placed in a newly created Procurement Package Folder. The Negotiation Folder is used to prepare all documents associated with the preliminary decisions and negotiations for the proposed procurement including documenting the results of technical evaluations and cost/price analysis, the results of negotiations, and making recommendations for award.

This unit includes a list of available documents and forms in the Negotiation Folder. When you finish this unit, you will be able to do the following:

- Create documents related to the negotiation process, such as audit request, BAFO, determination and findings, or other negotiation documents in the Negotiation Folder, as needed.
- Create business clearance memorandum, DD 1861, or DD 1547 forms in the Negotiation Folder, as needed.

Negotiation Folder Contents

The following documents and forms may be created in the Negotiation Folder, as needed:

Documents

Cancellation of IFB

CAP Report

D&F Authorization for Use of Oral Solicitation

D&F Four-Step Source Selection Procedures

D&F Lack of Sub-Contract Opportunities

D&F Lack of Sub-Contract Opportunities (Memo)

D&F Method of Contracting

D&F Multi-Year Procurement

D&F Organizational Conflicts of Interest

D&F Pre-Contract Costs (Authorization)

D&F Pre-Contract Costs (Request)

D&F Procurement Integrity

D&F Public/Private Competition Certification Process

D&F Requests for Deviations to Clauses

D&F Unauthorized Commitments (D&F)

D&F Unauthorized Commitments (PCO)

D&F Waiver or Assignment of Contract (BOAs)

D&F Waiver of Assignment of Contract (Additional Function)

D&F Waiver of Assignment of Contract (Exec. No. 38)

D&F Waiver of Assignment of Contract (Exceptions)

D&F Waiver of Assignment of Contract (Program Pay.)

D&F Waiver of Assignment of Contract (Prov. of Inv.)

D&F Waiver of CAS (Defense)

D&F Waiver of Safety Precautions

D&F Waiver of Exceptions for Submission of Cost

D&F Waivers or Deviations to FAR

D&F Wash-Healy Challenge

D&F for Other Than FOC (D&F Only)

D&F for Other Than FOC (D&F/Class J&A)

D&F/J&A Leases

D&F Memo for Other Than FOC (International)

D&F SCN Letters

D&F Waiver of CAS

D&F Waiver or Exceptions for Submission of Cost and Pricing Data

Initiation of Discussions Letter

J&A to Use Multiple BAFOs

Late Proposals (entire)

Late Proposals (revisions)

Mistakes in Bids (Disclosed Prior to Award)

Mistakes in Proposals (Disclosed Prior to Award)

Post-Negotiation Business Clearance

Pre-Contract Costs

Pre-Negotiation Business Clearance

Pre/Post Negotiation Business Clearance

Protest Before Award

Request for Advisory Audit Report

Request for Best and Final Offer (BAFO)

Request for Clarification

Request for Certificate of Competency (COC)

Request for EEO Compliance

Request for Extension of BAFO

Request for Evaluation Report

Request for Second and Subsequent BAFO

Request for Waiver of Audit

Forms

Business Clearance Memorandum (NAVSO 4310/1)

Contract Facilities Capital Cost of Money (DD 1861)

Record of Weighted Guidelines Application (DD 1547)

Using the Negotiation Folder

When bids are received as a result of negotiations with potential contractors, you should enter the bid information in the Quote Header Panel of the Recommended Sources Window.

To create a document or form in a Negotiation folder:

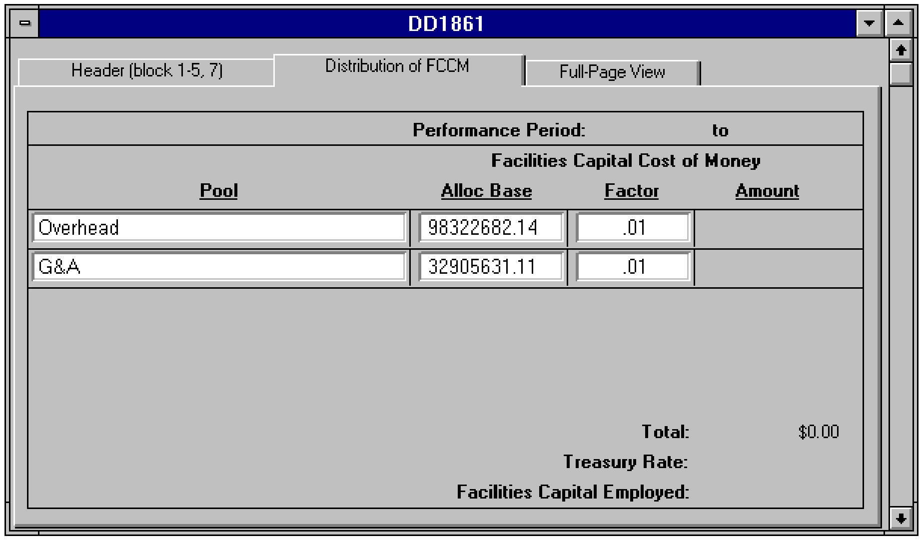
1. Open the Negotiation Folder inside the Procurement Package Folder.
2. Activate the Pop-up Workspace Menu, and select Create Document/Form, then Negotiation.
3. Select the desired document or form from the menu.
4. If the Name dialog box is displayed, either enter a new title and click OK, or accept the default name by clicking OK.
5. If the Select a Document Template dialog box is displayed, select the desired document and click OK. An icon representing the selected document or form is placed in the Negotiation Folder, with the specified title.
6. Double-click the icon for the document or form to open it for editing. Data entered in the Procurement Parameters and Procurement Line Item Windows is pre-filled where appropriate.

The following is an example describing the creation of a specific form in a Negotiation Folder.

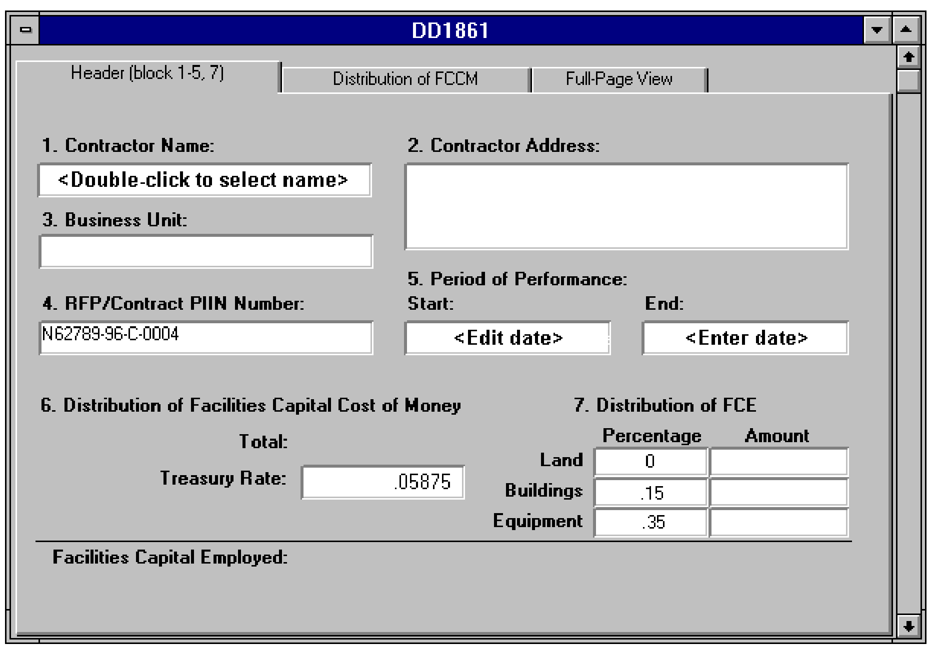
To create a DD 1861 (Contract Facilities Capital Cost of Money) form:

1. Open a Negotiation subfolder in a Procurement Package Folder.
2. Select Create Document/Form from the Pop-up Workspace Menu, then Negotiation.
3. Select DD 1861 from the list of documents and forms.
4. If the Name dialog box is displayed, either enter a new title and click OK, or accept the default name by clicking OK.
5. Double-click the DD 1861 form icon to open the form. The DD 1861 Window contains three panels: the first two are for data entry and the third panel displays the form. Each panel may be selected by clicking its tab.

6. Click the Distribution of FCCM tab.
7. Select the Insert command from the Form Menu to add a blank row and enter your data. Add as many rows as are needed.



8. Click the Header tab.
9. Point to Block L, Contractor Name, and double-click to activate the Select a Trading Partner Window.
10. Point and click on the appropriate name.
11. Click OK to return to the DD1861. (If the desired name was not on the list in the Select a Trading Partner Window, click Cancel to return to the DD1861.)
12. Use the tab key to move to other fields in the DD1861 and type in the appropriate data.



13. Click the Distribution of FCCM tab to view the calculated Total.
14. Click the Full-Page View tab, and use the scroll bars to view the form.
15. Double-click the close bar to exit the DD 1861 Window. If the Closing dialog box is displayed, click the Save Then Exit button.

Practice Exercises

Exercise 12-1: Create a DD 1547

Follow these steps to complete this exercise:

Step	Action
1	Open the Negotiations Folder in the Procurement Package Folder.
2	Select Create Document/Form from the Pop-up Workspace Menu, then Negotiation. From the list of documents and forms, select DD 1547.
3	Accept the default name by clicking OK.
4	Double-click the DD 1547 form icon to open the form.
5	Point at a field and click to enter data.
6	Double-click the close bar to exit the DD 1547 Window. If the closing dialog box is displayed, click the Save Then Exit button.

Exercise 12-2: Create a Business Clearance Memorandum Form

Follow these steps to complete this exercise:

Step	Action
1	In the Negotiations Folder, select Create Document/Form from the Pop-up Workspace Menu, then Negotiations. Select NAVSO 4310/1 from the list of documents and forms.
2	Accept the default title by clicking OK.
3	Double-click the form icon to open it.
4	Enter data.
5	Double-click the close bar to exit the form window. If the closing dialog box is displayed, click the Save Then Exit button.

Exercise 12-3: Create a Pre-Negotiation Business Clearance Document

Follow these steps to complete this exercise:

Step	Action
1	In the Negotiations Folder, select Create Document/Form from the Pop-up Workspace Menu, then Negotiation. Select Pre-Negotiation Business Clearance Documents from the list of documents and forms.
2	In the Select a Document template dialog box, select the Pre-Negotiation Business Clearance template and click OK. A document icon is placed in the Negotiation Folder.
3	Double-click the document icon to open it.
4	Edit the document.
5	Click on the footprints button to save and exit the document.

Script for Review of Units 10 thru 12
Continuation of script (units 1 thru 9)
Firm Fixed Price Services - Definitive Contract
Information Technology Support, Financial Systems, and Travel and Funds Control Support Services

Step 1 - Prepare and Edit Solicitation

Task	Action
1	Open **Procurement Package Folder.**
2	Activate Pop-up **Workspace Menu** then select **Create Document/Form** then **Solicitation.**
3	Select **Solicitation type (SF33)** then click OK
4	**Double-click** Solicitation document **icon** to open it.
5	Click **Solicitation Builder button** on toolbar.
6	In Solicitation Builder dialog box, click **Build Solicitation button**.
7	Click ***Yes*** on informational message.
8	AMAS automatically fills in solicitation cover page and assembles sections of solicitation document by retrieving appropriate information from database. When finished, AMAS will insert page numbers and complete table of contents on cover page then return you to Section B.
9	**Click Beat Feet(Return to AMAS) button on toolbar to close document**.

Step 2 - Marking Solicitation Complete and Routing It for Approval

Task	Action
1	Point to **Solicitation document icon** in Workspace and activate pop-up **icon menu.**
2	Select **Complete** from menu.
3	Click **Yes** button in Complete dialog box to confirm process.
4	Point to **Solicitation document icon** and click activate **Pop-up Icon Menu**.
5	Select **Route** from menu.
6	Select **Route for Approval** by clicking on radio button beside Route for Approval then click OK button.
7	Select appropriate approval thread by clicking on it then click *OK* button.
8	Click *OK* when thread builder menu appears. Click *OK* button in start route for approval process message box to confirm beginning process.
9	Close Procurement Package **Folder** by clicking on File Cabinet icon in Navigator.

Step 3 - Issue Solicitation

Task	Action
1	**Open Procurement Package Folder** after Solicitation is approved. (Red check mark will appear on solicitation document icon when approved.)
2	Point to Solicitation document icon and activate pop-up **Icon Menu**.
3	Select **Issue** from menu by clicking on it.
4	Enter date or accept defaulted date displayed in Issue dialog box. Red ribbon will be affixed to Solicitation document and Procurement Package Folder when solicitation is issued.

Step 4 - Entering Sources

Task	Action
1	Place cursor in blank area in right and activate pop-up **workspace menu** then select Sources. AMAS will display the Recommended Sources Window on the source detail tab.
2	Insert row by clicking on the **Append button** on toolbar.
3	Place cursor in **Name field** and **double-click** to activate lookup table then click on one of the alpha tabs at the top (A-B, C-D) find an appropriate name and then click OK button.
4	To enter another source(s), click on the **Append button** on toolbar then place cursor on Name field and double-click to activate lookup table. Click on name then click OK button. Enter a total of three sources.
5	Click on the close icon in upper left corner to **close** the **Recommended Sources** Window. If Closing Procurement - Recommended Sources screen displays, click *Save Then Exit* button.

Step 5 - Record and Evaluate Offers

Task	Action
1	In Procurement Package Folder, select **Sources** from Pop-up **Workspace Menu** to open Recommended Sources/Quotes window.
2	Click **Quote Header** tab.
3	In source **list** at top of Quote Header Panel, **select contractor name**.
4	Select **Append** from toolbar.
5	In lower portion of panel, row is added for quotation, with default entries.
6	**Highlight quotation** entered and click **Edit Quotation Line Items button,** to display line items in CLIN Maintenance Window.
7	Click **first line item** to select it. **Enter bidder's Unit Price**.
8	Click **Pricing Tab,** then **click Regenerate Pricing button** at top of Pricing Panel to change Offeror's price.
9	Double-click close bar to **exit CLIN Maintenance Window** and return to Sources/Quotes window. If Closing dialog box is displayed, click Save Then Exit button.
10	Repeat for other bidders (all three should have bid information entered). Make sure that you have entered different prices for each contractor.
11	Remain in Sources/Quotes Window.
12	Click **SF 1409** tab in Sources/Quotes Window. System automatically retrieves bid information and fills in form.
13	Note which contractor has submitted lowest bid (red checkmark placed in gray box beside total column).
14	Point to **winning contractor** and double-click to select company.
15	Click Yes to confirm selection.
16	Double-click close bar to exit Sources/Quotes window. If Closing dialog box is displayed, lick Save Then Exit button.

Unit 13: Contract Folder

Objectives

Contracts are prepared in the Contract Folder located in the Procurement Package Folder. The Contract Folder holds all documents associated with the award of the contract instrument including the contract, appropriate correspondence and memorandums, and reports. In addition, the Contract Folder is used to issue all administrative actions and modifications and to process receiving and contract close out activities once the contract is awarded.

Much of the data you used for the solicitation is automatically made available in the Contract Folder, which has its own Contract Parameters and Contract Line Item Windows. Data entered from the successful Contractor's quote is also brought forward to the Contract Folder. You may edit this information or add contract data, then build the contract document the same way you built the solicitation. Changes made in the Parameters and Line Item Windows in the Contract Folder only affect the contract document and do not change the information in the Procurement Package Folder which was used to build the solicitation. (The parameters and line items in the Procurement Package Folder were saved as read-only when the solicitation was issued.)

When you finish this unit, you will be able to do the following:

- Synchronize line items and parameters when necessary
- Review and edit parameter and line item information
- Create and build a contract document
- Award a contract

Contract Folder Contents

The documents and forms available in the Contract Folder include the following:

Documents

Assignment of Additional Contract Administration Functions

- Waiver of Contract Administration Function Memorandum (Exceptions)
- Waiver of Contract Administration Function Memorandum (Additional Functions)
- Waiver of Contract Administration Function Memorandum (BOAs)
- Waiver of Contract Administration Function Memorandum (Progress Payments)
- Waiver of Contract Administration Function Memorandum (with Exception of Function 38)

Contract (with SF 25 or SF 33)

Creation of all sections of Uniform Contract Format (UCF), including Contract Award form (SF 26 or SF 33), Section B, Section C, Section D, Section E, Section F, Section G, Section H, Section I, Section J, and Section K (if applicable). The user can issue all types of contracts including definitive contracts, letter contracts, indefinite delivery type contracts, basic ordering agreements, and others that are approved for use in the Federal Acquisition Regulations.

Contracting Officer's Representative (COR) Appointment Letter

Creation of correspondence regarding appointment of the Contracting Officer's representative (technical) for the contract including identification of responsibilities.

D&F Contract Certification of Current, Complete, Accurate Data

D&F Procurement Integrity

D&F Unauthorized Commitments (D&F)

D&F Unauthorized Commitments (PCO)

D&F Walsh-Healy Challenge

Five-Day Size Standard Set-Aside Notification Letter

Offerors Letter Advising of Size Standard Protest

Press Release

Creation of correspondence regarding the release of award information for the press and other interested parties. The user can create the announcement and respond to the questions.

Procurement Integrity Certification & List (individual)

Procurement Integrity Certification & List (list)

Size Standard Protest (Request to SBA)

Creation of correspondence regarding notification of a protest on the basis of size standard for the apparent successful offeror in a small business set-aside. The user can create the Request to SBA to Make Size Standard Determination or the Notification to Offerors of Receipt of Size Standard Protest.

Small Business Five-Day Notification Letter

Creation of the notification to all small businesses responding to a solicitation that has been set aside for small businesses of the apparent successful offeror in a word processing template. The user can prepare a notification to the apparent successful offeror as well as to all other offerors who responded to the solicitation.

Subcontract Plan Approval Letter

Unsuccessful Offerors Letter

Creation of correspondence regarding notification of the apparent successful offeror to all offerors submitting a proposal or bid for the procurement action.

Forms

Contract Data Requirements List (DD 1423)

Contract Security Classification Specification (DD 254)

Patent Rights Documentation

Cover Page Forms

These forms are included in the Contract UCF document.

Award/Contract (SF 26)

Solicitation, Offer and Award (SF 33)

Note: The above documents cannot be created after the contract is marked Awarded.

Synchronizing Line Items and Parameters

When you first open the Contract Folder Parameters and Contract Line Item Windows, the system retrieves the information entered in the Line Item and Parameters Windows in the Procurement Package Folder and all Amendment Folders. However, if you issue Amendments to the Solicitation after you have opened the Contract Line Item and Contract Parameters Windows, the new information in the Amendment Folder is *not* automatically added to the Contract Folder. To replace the line items and parameters in the Contract Folder with the information in the Procurement Package Folder and all Amendment Folders, use the Synchronize command. The Synchronize command does not affect the contents of the Procurement Package or Amendment Folders.

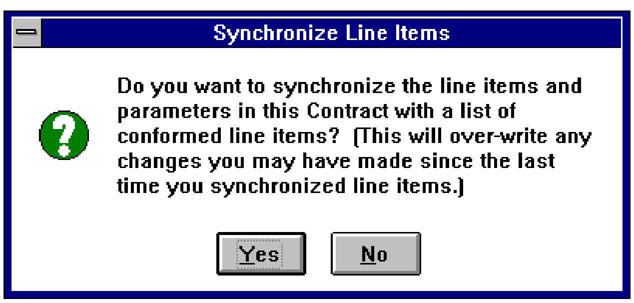
It is not necessary to use the Synchronize command unless the Contract Parameters and Contract Line Item Windows were opened *before* an Amendment Folder was prepared. The Synchronize command overwrites all information in these two windows, so if you have done extensive work in the Contract Folder, and the Amendment Folder contains only a minor change, you might want to just add the change to the Contract Folder instead of using the Synchronize command.

To synchronize Line Items:

1. Open a Procurement Package Folder which includes amendments to a solicitation.
2. Do one of the following:
   - Point to the Contract Folder and activate the Pop-up Icon Menu.

   OR

   - Open the Contract Folder and activate the Pop-up Workspace Menu.
3. Select Synchronize from the Pop-up Menu. The Synchronize Line Items dialog box is displayed.



4. Click Yes to have the system merge the original information in the Procurement Package Folder and the changes entered in the Amendment Folder(s).
5. When you open the Contract Parameters and Contract Line Item Windows in the Contract Folder, the synchronized information is displayed and may be edited.

Reviewing and Editing Line Items and Parameters

The line items and parameters information used to build the solicitation, modified by the information entered from the selected contractor's quotation, is reflected in the Contract Line Item and Contract Parameters Windows in the Contract Folder. However, before creating the Contract document, this information should be reviewed and edited if necessary. Additional information must also be added.

Note: Synchronization gets data from the Amendment Folder, not the SF1409, therefore, contractor data is lost using this function.

To Edit Contract Parameters:

1. Open the Contract Folder in the Procurement Package Folder.
2. Open the Contract Parameters Window.
3. Add the effective date of the contract in the Main Panel.
4. Check the other information in the Main Panel.
5. Verify accounting information and values. The sum of the ACRNs equals the contract obligation amount.
6. Add organizations such as the paying office and the contract administration office in the Addresses Panel.
7. Review other panels as necessary.
8. Close the Parameters Window.

To Edit Contract Line Items:

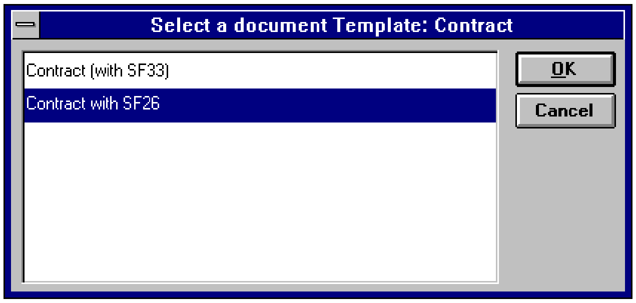
1. Open the Contract Folder in the Procurement Package Folder.
2. Open the Contract Line Item Window.
3. Review quantity, prices, and descriptions in the CLIN Panel.
4. Check the ACRN selected for the line item in the Pricing Panel.
5. Check delivery schedules.
6. Review other panels as necessary.
7. Close the Line Item Window.

Creating a Contract Document

To create a contract document, you must open the Contract Folder located in a Procurement Package Folder.

To create a Contract document:

1. Open a Contract Folder in a Procurement Package Folder.
2. Activate the Pop-up Workspace Menu and select Create Document/Form, then Contract.
3. From the menu of Contract documents and forms, select Contract.
4. Select the appropriate template in the Please Select a Template dialog box.



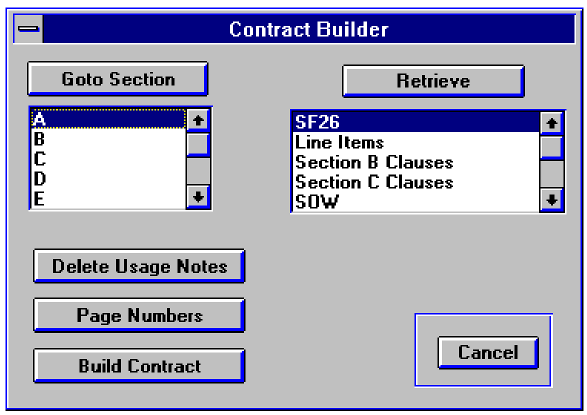
5. An icon for the contract document is created in your workspace.

Building a Contract

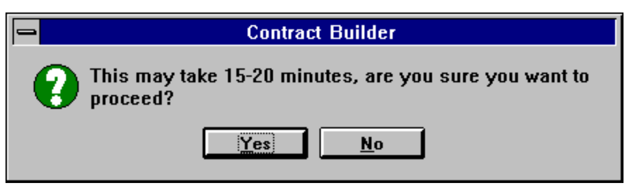
Contract documents follow the Uniform Contract Format (UCF), and contain sections A through J, with the SF 26 or SF 33 cover page. When you *build* a contract document, information from the Contract Parameters and Contract Line Item Windows is retrieved from the database to create the sections.

To build a Contract document:

1. Open the Contract Folder which contains the contract document.
2. Double-click the contract document icon to open it for editing.
3. To assemble the contract document, click the  Contract Builder button on the Pacex toolbar. The Contract Builder dialog box is displayed. This dialog box is used for many of the following steps.



4. To build the contract document immediately, click the Build Contract button.
5. A dialog box appears with an estimate of the time required to build the contract. Click Yes.



Note: The Build Contract button always builds and paginates the entire contract document. If you have edited information retrieved from the database (red text), your work is overwritten when you click Build Contract. Therefore, even if you are missing some information, it is advisable to build the entire document first, then edit individual sections later and use the Page Numbers button to update the page numbering. *Changes made at the contract level will not be reflected in the database. Only the contract itself will reflect changes made at the contract level.*

The system retrieves information from the database for the cover page form and the sections of the contract. All data retrieved from the database is displayed in red. The line items are placed in section B. The clauses identified in the Clauses Panel of the Contract Parameters Window are placed in the proper sections. Page numbers are calculated and inserted in the SF 33 or SF 26.

6. To remove usage notes from the clauses, open the Contract Builder dialog box again, and select Delete Usage Notes. As each note is located, a dialog box asks if it should be deleted. Click Yes to delete the selected usage note.

Note: The Delete Usage Notes button initiates a search for *any* text enclosed in brackets [like this]. To avoid accidentally deleting bracketed text that belongs in the document, you should inspect each selection before clicking Yes in the User Note Deletion dialog box.

7. To edit the data pre-filled in the cover page form, click the  Protect for Forms button on the PACEX document toolbar and use the TAB key to move from field to field.

8. To edit text outside form fields, click the  Unprotect button on the toolbar. Be careful not to delete any of the gray-shaded form fields while editing the document.

9. To view a specific section of the contract document, open the Contract Builder dialog box and select the section letter in the list at the top left. Click the Go to Section button. The beginning of the requested section is displayed.

10. To retrieve information from the database for a specific section of the contract, place the text insertion point (blinking cursor) at the top of the section, just below the section heading. Then, open the Contract Builder dialog box, and, in the list at the top right, select the desired section. Click the Retrieve button. Data for the selected section is added to the contract document.

Note: Data is always pasted in *at the cursor location*. If you accidentally retrieve data in the wrong location, use the Undo command on the word processor Edit Menu to reverse the command.

11. To update the page numbering after you retrieve or edit individual sections, open the Contract Builder dialog box and click the Page Numbers button. The page numbering is adjusted and the appropriate page numbers are placed in the cover page form.

12. To close the Contract Builder dialog box without performing any action, click the Cancel button.

13. To print the contract document, select Print from the word processor File Menu.

14. To close the contract document, click on the footprints button on the toolbar.

Practice Exercises

Exercise 13-1: Edit the Contract Parameters

Edit the parameters for the Contract Folder in the “Example” Procurement Package Folder.

Follow these steps to complete this exercise:

Step	Action
1	Open the Contract Folder in the “Example” Procurement Package Folder.
2	Activate the Pop-up Workspace Menu and select Parameters.
3	Edit the following information in the Main Panel: Award Instrument Contract Type Extent Competed
4	Double-click the close bar to exit the Parameters Window.

Exercise 13-2: Edit the Contract Line Items

Edit the line items in the Contract Folder in the “Example” Procurement Package Folder.

Follow these steps to complete this exercise:

Step	Action
1	Open the Contract Folder in the “Example” Procurement Package Folder.
2	Activate the Pop-up Workspace Menu and select Line Items.
3	Enter Model No. 37-443 in the Identifier field.
4	Double-click the close bar to exit the Line Item Window.

Exercise 13-3: Prepare a Contract Document

Create and edit a Contract document (with an SF 26 cover page) in the "Example" Procurement Package Folder.

Follow these steps to complete this exercise:

Step	Action
1	Open the Contract Folder in the "Example" Procurement Package Folder.
2	Activate the Pop-up Workspace Menu and select Contract, then Contract.
3	In the Select a Document Template dialog box, select Contract with SF 26.
4	Double-click the icon for the document to open it.
5	Click the Contract Builder button on the document toolbar. The Contract Builder dialog box is displayed.
6	Click the Build Contract button in the dialog box.
7	Click Yes in the dialog box.
8	Remove usage notes from the clauses by opening the Contract Builder dialog box again, and selecting Delete Usage Notes. As each note is located, a dialog box asks if it should be deleted. Click Yes to delete the selected usage note.
9	Close the solicitation document by clicking on the footprints button from the toolbar.

Awarding a Contract

Contract Folders are given the Awarded status when the Contract document is final and all supporting documentation is finished. Before awarding a contract, you must change the status of the Contract Folder to Complete, and route the Contract Folder for approval. *Do not route the contract document by itself.*

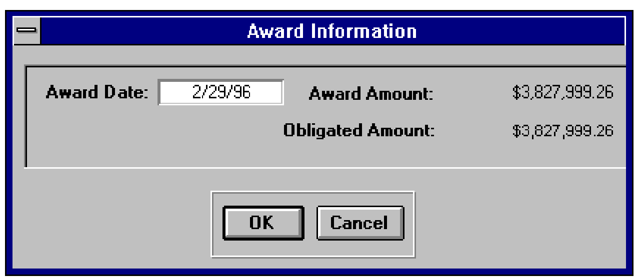
If you prepared a Procurement Checklist for the procurement, all milestones should be reviewed and be completed before the contract is awarded. At the time of contract award, a Pop-up Window will display all milestones that do not have a completed status.

After a contract is Awarded, the Contract Parameters Window, Contract Line Item Window and the contract documents and forms are all Read-Only. If it is necessary to change the line items or parameters, a Modification must be prepared and awarded.

To award a contract:

1. After the approval process is finished, open the Procurement Package Folder.
2. Do one of the following:
   - Point to the Contract Folder and activate the Pop-up Icon Menu.

     OR
   - Open the Contract Folder and activate the Pop-up Workspace Menu.
3. Select Award from the Pop-up Menu.
4. Enter the official date of award in the dialog box, and click OK.



5. A  blue ribbon attached to the Contract Folder identifies its Awarded status.

Practice Exercises

Exercise 13-4: Route the Contract Folder for Approval

Route the Contract Folder for Approval, using the thread designated by the instructor.

Follow these steps to complete this exercise:

Step	Action
1	Open the “Example” Procurement Package Folder.
2	Point to the Contract Folder and activate the Pop-up Icon Menu. Select Complete, and confirm the command by clicking Yes in the dialog box.
3	Drag the Contract Folder icon from the right portion of the Workspace Window to the Out Box in the Navigator.
4	In the Routing dialog box, select Route for Approval and click OK.
5	In the Threads dialog box, select the appropriate approval thread and click OK.
6	In the Assign Suspension Days message box, enter the number of days you are allowing for review of the folder.
7	Click OK.

Exercise 13-5: Award the Contract

Change the status of the Contract Folder to Awarded.

Follow these steps to complete this exercise:

Step	Action
1	Open the “Example” Procurement Package Folder.
2	Point to the Contract Folder, and activate the Pop-up Icon Menu.
3	Select Award.
4	Click OK in the dialog box.
5	Open “Example” Procurement Package Folder. Contract Folder in right workspace has blue ribbon icon attached.

Award Folder Contents

An Award Folder is automatically placed in the Contract Folder when you issue the Award command. The following forms may be created in an Awarded Folder.

Forms

Contract Distribution List

Individual Contracting Action Report (DD 350)

Post-Award Synopsis Notice

Preparing a DD 350 Form

The DD 350 Individual Contracting Action Report is a form that should be prepared for each contract action that obligates or de-obligates more than $25,000. The system pre-fills the form based on information in the Parameters and Line Item Windows. The form must be created immediately after the contract action, before any additional actions, to take full advantage of the system's ability to pre-fill data; otherwise some of the pre-filled blocks may contain data based on modifications entered after the contract action. If a DD 350 form is needed for a contract modification, it is created in the existing Award Folder in the Contract Folder, and pre-filled data includes the modified parameters and line items.

These instructions tell how to register each DD 350 form using a report number. When you register and save a DD 350, the data entered in the form is stored as a separate entity. If you do not assign a report number to a DD 350, none of the pre-filled or typed data is retained, and an empty template is displayed when the form is reopened.

To prepare a DD 350:

1. Open the Award Folder inside the Contract Folder.
2. Activate the Pop-up Workspace Menu.
3. Select Create Document/Form, then Award, then DD 350.
4. In the name dialog box, enter a title and click OK, or accept the default title by licking OK. A form icon is placed in the Award Folder.

Note: If you create multiple DD 350 forms in one Award Folder (to report contract modifications), you should customize the titles.

5. Double-click the form icon to open the DD 350 Window. The first page of the form is displayed on the *DD 350 Aug 92* Panel.
6. In the Pre-Fill dialog box, click Yes to have the system use information in the database to determine the entries for the DD 350.
7. Use the TAB key to move to each block on the first page, and enter information as needed.
8. Click the Dept. of Navy, Sup026PO tab to display the second page. Use the TAB key to move to each block on the second page, and enter information as needed.
9. Return to page 1 and point to Block A2. When the magnifying glass changes to a pointer, double-click to Lookup a report number.

10. The auto-numbering dialog box for the DD 350 is displayed. It functions like the Procurement Auto-Numbering dialog box, with the next available Report # displayed in the upper left corner.
11. Click the Register button to insert the suggested number in Block A2 of the DD 350.
12. Double-click the close bar to exit the DD 350 Window. In the Closing dialog box, click the Save Then Exit button.

Practice Exercise

Exercise 13-6: Prepare a DD 350

Create and edit a DD 350 for the contract prepared in the previous exercise.

Follow these steps to complete this exercise:

Step	Action
1	Open the Contract Folder in the Procurement Package Folder.
2	Open the Award Folder.
3	Activate the Pop-up Workspace Menu.
4	Select Create Document/Form, then Award, then DD 350.
5	In the name dialog box, accept the default title by clicking OK.
6	Double-click the form icon to open the DD 350 Window.
7	In the Pre-Fill dialog box, click Yes. Review the information on each page and edit it as needed.
8	Return to page 1 and point to Block A2.
9	When the magnifying glass changes to a pointer, double-click to Lookup a report number.
10	Select a number and click the Register button to insert the suggested number in Block A2 of the DD 350.
11	Double-click the close bar to exit the DD 350 Window. In the Closing dialog box, click the Save Then Exit button.

Preparing a Contract Distribution List

The Contract Distribution List is used to document the names and addresses of the organizations designated to receive copies of contracts and contract modifications, including the number of copies. The form lists the contractor, the administering contracting officer, the paying office, and other organizations which require a copy of the contract. Standard distribution of contracts and modifications is identified on the form by pre-filled blocks with an X inserted by the recipients name and the number of copies of the document required. You can provide additional distribution information in the appropriate blocks and should include the complete name, mailing address, and number of copies.

To prepare a Contract Distribution List:

1. Open the Award Folder inside the Contract Folder.
2. Activate the Pop-up Workspace Menu.
3. Select Create Document/Form, then Award, then Contract Distribution List.
4. In the name dialog box, enter a title and click OK, or accept the default title by clicking OK. A form icon is placed in the Award Folder.
5. Double-click the form icon to open the Contract Distribution List.
6. In the Pre-Fill dialog box, click Yes.
7. Review the information on the Contract Distribution List, and edit as necessary.
8. In the Closing dialog box, click the Save Then Exit button.

Practice Exercise

Exercise 13-7: Prepare a Contract Distribution List

Create and edit a Contract Distribution List for the contract prepared in the previous exercise.

Follow these steps to complete this exercise:

Step	Action
1	Open the Contract Folder in the Procurement Package Folder.
2	Open the Award Folder.
3	Activate the Pop-up Workspace Menu.
4	Select Create Document/Form, then Award, then Contract Distribution List.
5	In the name dialog box, accept the default title by clicking OK.
6	Double-click the form icon to open the Contract Distribution List.
7	In the Pre-Fill dialog box, click Yes.
8	Review the information and edit it as needed.
9	In the Closing dialog box, click the Save Then Exit button.

Script for Review of Unit 13

Continuation of review script

Firm Fixed Price Services - Definitive Contract

Information Technology Support, Financial Systems, and Travel and Funds Control Support Services

Step 1 - Prepare and Edit Contract

Task	Action
1	Open Contract Folder by double-clicking on icon.
2	Activate Pop-Up Workspace Menu and select Parameters.
3	In the Parameters Main Panel, select Contract Number by double clicking on blank space to activate auto-numbering window then click on the Cancel button. When you return to the Parameters Main Panel, enter the Contract Number
4	Click ACRN tab to access ACRN Panel and include accounting information by clicking the **Append button** on toolbar to add row then enter **ACRN, Amount and Department Code information** then activate look-up table to **select** appropriate **line** of accounting. Enter as many lines of accounting as necessary.
5	Click **Addresses tab** to activate Addresses Panel. Review Government Contracting Office and Contractor information for accuracy. **Append** another row and place cursor in Entity field clicking it to activate picklist. **Select Paying Off ice** by clicking then tab to Name field and double-click to activate lookup table. Scroll down and **select appropriate organization** by clicking on it. Enter any other organizations that are associated with contract to be awarded.
6	Double-click **close icon** to exit data window. If Closing dialog box is displayed, click Save Then Exit button.
7	Activate Pop-Up Workspace Menu and select Line Items
8	Review the information entered in the **CLIN Panel** and make any appropriate changes.
9	Click on the **Pricing tab** to activate the Pricing Panel. Click on the **Append** button to insert another row. Select **Funded Amount** and enter the dollar amount to be funded. Click on the ACRN field to activate the drop-down listbox. Select the appropriate ACRN. Enter as many rows as necessary to list all of the ACRN's to be used to fund each line item.
10	Double-click **close** icon to exit data window. If Closing dialog box is displayed, click Save Then Exit button.
11	Activate Pop-up **Workspace Menu** in the contract folder then select **Create** Document /Form then Contract.
12	From list of documents and forms menu select **Contract** then select appropriate type of contract form (SF26) to be used from Document Template dialog box.
13	Double-click Contract Document icon to open it.
14	Click Contract Builder button on toolbar.
15	In Contract Builder dialog box, click Build Contract button.
16	Dialog box appears with estimate of time required to build Contract. Click Yes. AMAS automatically fills in contract cover page and assembles sections of contract document by retrieving appropriate information from database.
17	Click "Beat Feet" Return to AMAS button on toolbar to close document.

Step 2 - Marking Contract Folder Complete and Routing It for Approval

Task	**Action**
1	Click on appropriate Procurement Package Folder icon to open it.
2	Point to Contract Folder icon in Workspace and activate Pop-up Icon Menu.
3	Select Complete from menu.
4	Click Yes button in Complete Dialog Box to confirm process.
5	Point to Contract Folder icon in Workspace and activate Pop-up Icon Menu.
6	Select Route from menu.
7	Select Route for Approval then click OK button.
8	Select appropriate approval thread from approval thread dialog box by clicking on it then click OK button.
9	Click OK button to confirm start of route for approval process.

Step 3 - Award Contract

Task	Action
1	**Open Procurement Package Folder** after Contract Folder is approved. (Red check mark will appear on contract folder icon when approved.)
2	Point to Contract Folder icon and activate pop-up **Icon Menu**.
3	Select **Award** by clicking on it.
4	Accept defaulted date or enter date in Award dialog box. Verify total amount and funded amount information displayed. Click OK button. (Award Folder is created as sub-folder in Contract Folder.)

Unit 14: Contract Administration

Objectives

Contract Master File

As part of the contract master file capabilities of AMAS, you may transfer contract information electronically, process post-award protests, process mistakes in bids/proposals that are disclosed after contract award, establish and maintain contract files, prepare and maintain indexes of contract files, create and manage correspondence, and create and manage modifications.

When you finish this unit, you will be able to do the following:

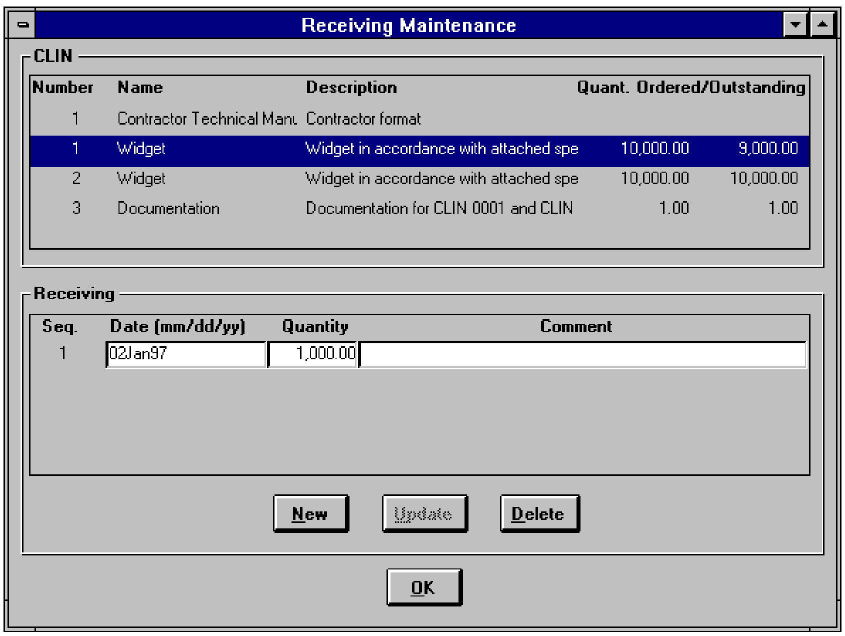
- Enter Receiving information and view a Receiving Report
- Modify a Contract
- Enter a Historical Contract
- Generate EDI transmission files
- Create various documents in an Administration Folder to respond to protests and mistakes disclosed after contract award
- Close out a contract

Entering Receiving Information

The receipt of goods and services is recorded in the Receiving Maintenance Window, and Receiving Reports are prepared using the information in the window. A Contract Folder must have the Awarded status before receiving information can be entered.

To record Receiving Information:

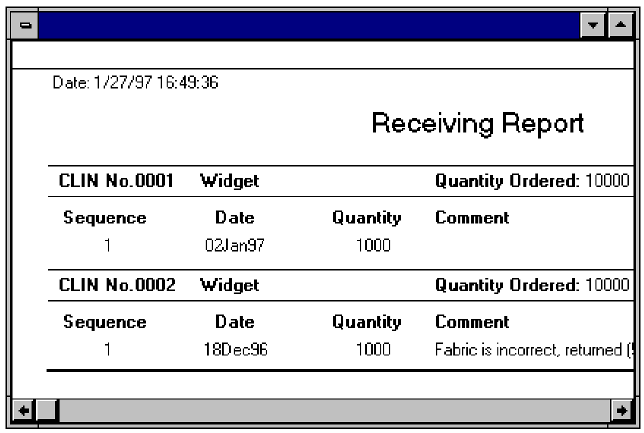
1. Open the Procurement Package Folder which contains the line items which have been received under a contract.
2. Open the awarded  Contract Folder (indicated by  on the folder icon) and activate the Pop-up Workspace Menu.
3. Select Receiving from the Pop-up Menu. The Receiving Maintenance Window is displayed. The contract line items are listed in the CLIN section of the window.



4. Select a line item, then click the New button in the lower section of the window. A row is added for the receiving information. Enter the date, the quantity received, and any comments. You may use as many rows as are needed for each line item. To save an entry, click the Update button.
5. Repeat Step 4 for each line item that has been received.
6. To delete a receiving entry, select the row and click the Delete button.
7. Click OK to exit the Receiving Maintenance Window.
8. To save data, click Save Then Exit from the closing Receiving Maintenance Window.

To generate a Receiving Report:

1. Open a Procurement Package Folder which contains receiving information entered in the Receiving Maintenance Window.
2. Open the awarded Contract Folder and activate the Pop-up Workspace Menu.
3. Select Receiving Report from the Pop-up Menu. The Receiving Report Window is displayed. The contract line items are listed with the dates, quantities, and comments that were entered in the Receiving Maintenance Window.



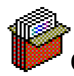
4. To print the Receiving Report, point to the report in the window and activate the Pop-up Data Window Menu. Select Print Page from the menu.
5. Double-click the close bar to exit the Receiving Report Window.

Practice Exercise

Exercise 14-1: Enter Receiving Information

Enter receiving information for the contract in the Procurement Package Folder.

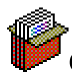
Follow these steps to complete this exercise:

Step	Action
1	Open the  Contract Folder in the "Example" Procurement Package Folder.
2	Activate the Pop-up Workspace Menu and select Receiving.
3	In the Receiving Maintenance Window, select a line item in the CLIN section of the window, then click the New button in the lower section of the window.
4	In the new row, enter the date, the quantity received, and any comments.
5	To save an entry, click the Update button.
6	Repeat steps 4-6 for each line item that has been received.
7	Click OK to exit the Receiving Maintenance Window.

Modifying a Contract

Once a contract has been awarded, changes are handled as modifications with an SF 30. To modify an awarded contract, you specify changes in the Line Item and Parameters Windows in a Modification Folder. The title bars of both windows include the modification number, which confirms that you are recording modifications to the original information, not overwriting it. You may view the original contract parameters or line item information at any time by opening the windows in the Contract Folder.

To create a Modification folder:

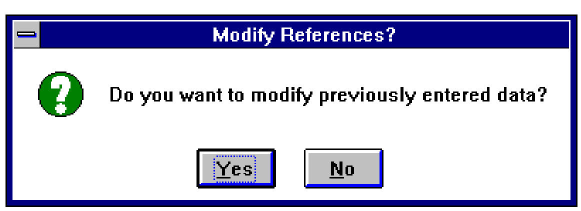
1. Open the  Contract Folder where the Awarded contract document is located.
2. Activate the Pop-up Workspace Menu.
3. Select Create Folder, then Modification.
4. In the name dialog box, either accept the default title by clicking OK, or enter a title and click OK.
5. An empty Modification Folder is placed in the open Contract Folder.

To edit the Modification Parameters:

1. Open the Procurement Package Folder and do one of the following:
   - Open the Modification Folder inside the Contract Folder. Activate the Pop-up Workspace Menu and select Parameters.

   OR

   - Open the Contract Folder, point to the Modification Folder and activate the Pop-up Icon Menu. Select Parameters. The Parameters Window is displayed.
2. The title bar of the Parameters Window should include a modification number; *if not, close the window and open the Modification folder before activating the Pop-Up Workspace Menu.* You may edit, add or delete information in any panel of the Parameters Window.
3. When you click a tab for a panel that contains data, a message box is displayed asking you to confirm that you want to make changes. Click Yes to modify previously entered data for the selected panel, or No if you want to add new data which will be *added* to existing data.

4. Double-click the close bar to exit the Parameters Window. If the Closing dialog box is displayed, click the Save Then Exit button.

To edit the Modification Line Items:

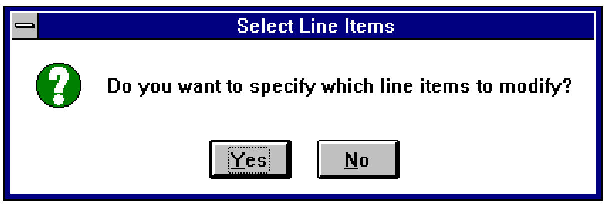
1. Open the Procurement Package Folder and do one of the following:

   - Open the Modification Folder inside the Contract Folder. Activate the Pop-up Workspace Menu and select Line Items.

   OR

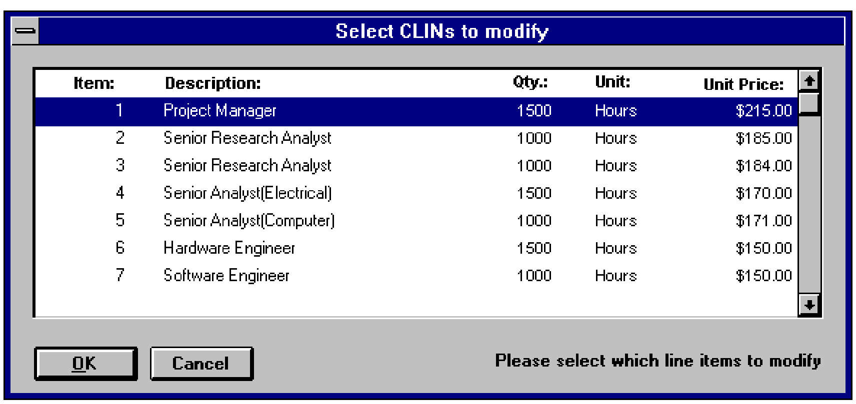
   - Open the Contract Folder, point to the Modification Folder and activate the Pop-up Icon Menu. Select Line Items.

2. The Select Line Items dialog box (shown here) should be displayed; *if not, close the Line Item window and open the Modification folder before activating the Pop-Up Workspace Menu.*



3. In the Select Line Items dialog box, click Yes if you want to modify existing line items, or No if you want to add additional line items without changing the existing ones.

4. If you click Yes, the Select CLINs to Modify dialog box is displayed. From the list of all line items, select those that you want to modify, and click OK. (To select more than one, press and hold the CTRL key as you click each selection.) The Line Item Window is displayed, with only the line items you selected. (If you did not select any line items, it is empty.)



5. You may edit, add or delete line items.

6. Double-click the close bar to exit the window. If the Closing dialog box is displayed, click the Save Then Exit button.

To create a Modification document:

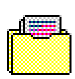
1. Open the Modification Folder.
2. Select Create Document/Form from the Workspace Pop-up Menu, then Modification.
3. Select Modification from the menu of documents and forms.
4. In the name dialog box, either accept the default title by clicking OK, or enter a title and click OK. An icon for the Modification document is placed in the right workspace.

To build the Modification document:

1. Double-click the document icon to edit the Modification document in word processing.
2. The first time you open the document, it contains a blank SF 30 template.
3. Click the  Retrieve SF 30 button on the Pacex toolbar to have the system fill in the form.
4. Scroll to page 2 of the document.
5. Click at the top of page 2 to place the text insertion point (blinking cursor) there.
6. Click the  Retrieve Mod Text button to have the system generate the modification text, based on your changes in the Parameters and Line Item Windows.
7. Add text to the document if necessary.
8. To print the Modification document, select Print from the word processing File Menu, enter values, and click OK.
9. To close the document, click on the double footprints on the Pacex toolbar.

To Cancel a Modification:

A Modification Folder may be canceled at any time before it is Awarded. The contents of a canceled Modification Folder are read-only.

1. Open the Contract Folder.
2. Point to the  Modification Folder icon and activate the Pop-up Icon Menu.
3. Select Cancel Modification.
4. In the confirmation message box, click Yes. The status of the Modification Folder is changed to Canceled, and a cancellation symbol consisting of wavy red lines is attached to the lower corner of the Modification Folder icon.

Practice Exercises

Exercise 14-2: Create a Modification Folder

Create a Modification Folder in the Contract Folder in the “Example” Procurement Package Folder.

Follow these steps to complete this exercise:

Step	Action
1	Open the Contract Folder.
2	Activate the Pop-up Workspace Menu and select Create Folder, then Modification.
3	In the name dialog box, either accept the default title by clicking OK.

Exercise 14-3: Edit the Modification Parameters

Edit the parameters in the Modification Folder.

Follow these steps to complete this exercise:

Step	Action
1	Open the “Example” Procurement Package.
2	Open the Modification Folder inside the Contract Folder.
3	Activate the Pop-up Workspace Menu and select Parameters.
4	Edit the information in the Parameters Window. When you click a tab for a panel that contains data, a message box may be displayed asking you to confirm that you want to make changes. Click Yes to continue, or No if you do not want to modify the selected panel.
5	Double-click the close bar to exit the Parameters Window. If the Closing dialog box is displayed, click the Save Then Exit button.

Exercise 14-4: Edit the Modification Line Items

Edit the line items in the Modification Folder.

Follow these steps to complete this exercise:

Step	Action
1	Open the “Example” Procurement Package.
2	Open the Modification Folder inside the Contract Folder.
3	Activate the Pop-up Workspace Menu and select Line Items.
4	In the Select Line Items dialog box, click Yes to modify existing line items.
5	In the Select CLINs to Modify dialog box, select a line item to modify and click OK. The Line Item Window is displayed, with the selected line item. Edit the line item.
6	Double-click the close bar to exit the window. If the Closing dialog box is displayed, click the Save Then Exit button.

Exercise 14-5: Prepare a Modification Document

Create and build a Modification document in the Modification Folder.

Follow these steps to complete this exercise:

Step	Action
1	In the Modification Folder, activate the Pop-up Workspace Menu and select Create Document/Form, then Modification, then Modification.
2	In the name dialog box, accept the default title by clicking OK.
3	Double-click the document icon to edit the Modification document in word processing.
4	In word processing, click the Retrieve SF 30 button on the document toolbar. Wait for data to be retrieved and placed in the cover page form.
5	Place the text insertion point at the top of page 2.
6	Click the Retrieve Mod Text button to have the system generate the modification text, based on the changes in the Parameters and Line Item Windows.
7	Click the footprints button to save and exit the document.

Exercise 14-6: Route the Modification Folder for Approval and Change the Status

Route the Modification Folder for approval, using the thread designated by the instructor. After approval, change the status of the Modification Folder to Awarded.

Follow these steps to complete this exercise:

Step	Action
1	Open the Contract Folder in the “Example” Procurement Package Folder.
2	Point to the Modification Folder and activate the Pop-up Icon Menu. Select Complete. Confirm the command by clicking Yes in the dialog box.
3	Drag the Modification Folder icon from the right portion of the Workspace Window to the Out Box in the Navigator.
4	In the Routing dialog box, select Route for Approval and click OK.
5	In the Threads dialog box, select the appropriate approval thread and click OK.
6	In the message box, click OK. Instructor will return approved folder to you (approval will be designated by a check mark).
7	Point to the Approved Modification Folder, and activate the Pop-up Icon Menu.
8	Select Award.

Historical Contracts

Information about contracts awarded outside the system may be entered in Historical Contract and Historical Modification folders. The purpose of these folders is to allow you to generate Electronic Data Interchange (EDI) files for contracts that existed before the system was implemented.

Entering historical information involves many of the same procedures as a regular procurement. It is not necessary to re-create most of the supporting documentation for a contract; therefore only a few documents and forms are available on the Pop-up Workspace Menu in a Historical Contract or Historical Modification Folder.

Historical Folders are not routed for approval, because the procurement has already been approved outside the system. When you finish entering the historical information, you may immediately change the status of the folder to Awarded.

Creating a Historical Contract folder

1. Open the folder in which you wish to creat the Historical Contract.
2. Select Create Folder from the Pop-up Workspace Menu.
3. Select Historical Contract.

Checklist for Historical Contract folders

1. Open the Historical Contract Folder.
2. Enter procurement information in the Parameters Window.
3. Enter line item information in the Line Item Window.
4. If applicable, create a Statement of Work document, a Specification document, or a DD 1423 (CDRL) form.
5. Change the status of the Historical Contract Folder to Complete.
6. Award the Historical Contract Folder.
7. Generate an EDI 850 file by opening the Historical Contract Folder and selecting EDI (850) from the Pop-up Menu.

Creating a Historical Modification folder

1. Open the Historical Folder in which you want to place the Modification Folder.
2. Select Create Folder from the Pop-up Menu.
3. Select Historical Modification.

Checklist for Historical Modification folders

You must change the status of a Historical Contract Folder to Awarded before you can create a Historical Modification Folder in it. The procedures for modifying a historical contract are the same as for other AMAS contracts, as described in this unit, pages 5 through 10.

1. Open the Historical Modification Folder.
2. Modify parameters and line items as necessary.
3. Change the status of the Historical Modification Folder to Complete.
4. Award the Historical Modification Folder.

Using EDI

Electronic Data Interchange (EDI) is a method of transferring information between computer programs using a standardized format, thus making paper-less business transactions possible. By using the EDI commands, you can generate EDI transaction sets for purchase orders/contracts (850) and modifications (860). The EDI commands save information in the standardized EDI format, which can be read by other EDI-compatible programs that the contractor (trading partner) may have.

EDI 850

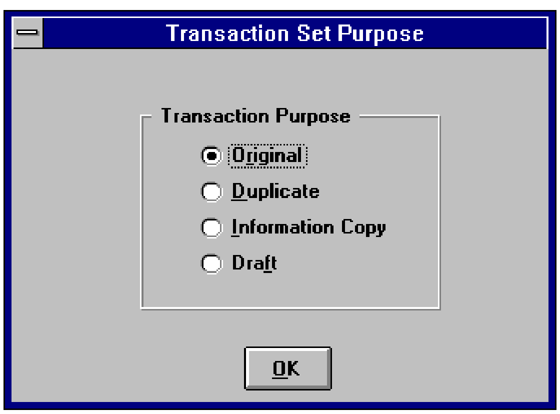
The EDI 850 transaction set may be generated for a Contract Folder or a Historical Contract Folder. Either folder must have the Awarded status.

To generate an EDI 850 transaction set:

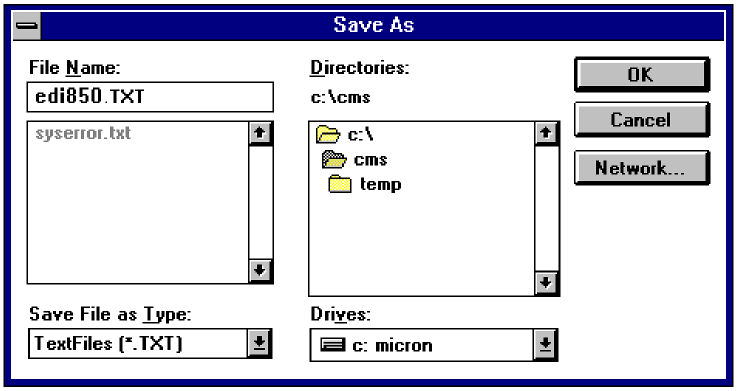
1. Do one of the following:
   - Point to a Contract Folder (inside a Procurement Package Folder) or a Historical Contract Folder and activate the Pop-up Icon Menu.

   OR

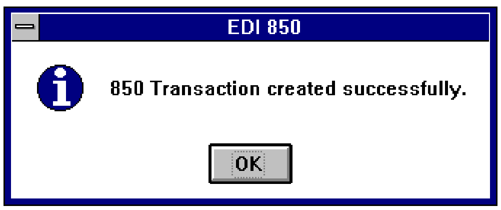
   - Open the Contract Folder or Historical Contract Folder and activate the Pop-Up Workspace Menu.
2. Select EDI (850) from the Pop-up Menu. The Transaction Set Purpose dialog box is displayed.
3. In the Transaction Set Purpose dialog box, click the radio button next to the description that applies to the EDI file you are preparing to send, then click OK.



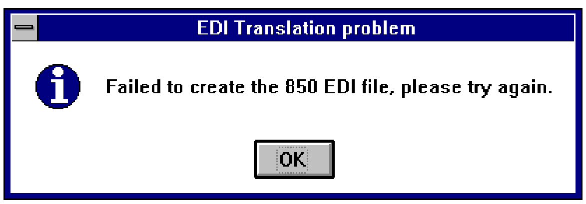
4. In the Save As dialog box, enter a directory location and file name for the EDI transaction set, using the extension *.TXT* for the file name. Click OK.



5. An EDI 850 transaction set (purchase order) is generated, and a message box is displayed to confirm the action. Click OK.



6. If the EDI file is not created, a message box is displayed to alert you. (Canceling the Save As dialog box also triggers this message.) Click OK.



EDI 860

The EDI 860 transaction set may be generated for a Modification Folder or a Historical Modification Folder. Either folder must have the Awarded status.

To generate an EDI 860 transaction set:

1. Open the Contract or Historical Contract Folder and do one of the following:

   - Point to a Modification or Historical Modification Folder and activate the Pop-up Icon Menu.

   OR

   - Open a Modification or Historical Modification Folder and activate the Pop-Up Workspace Menu.

2. Select EDI (860) from the Pop-up Menu.

3. In the Transaction Set Purpose dialog box, click the radio button next to the description that applies to the EDI file you are preparing to send, then click OK.
4. In the Save As dialog box, enter a directory location and file name for the EDI transaction set, using the extension .*TXT* for the file name. Click OK. An EDI 860 transaction set (purchase order) is generated, and a message box is displayed to confirm the action. Click OK.
5. If the EDI file is not created, a message box is displayed to alert you. (Canceling the Save As dialog box also triggers this message.) Click OK.

Practice Exercise

Exercise 14-8: Generate an EDI 850 File

Generate an EDI file for the Contract Folder in the Procurement Package.

Follow these steps to complete this exercise:

Step	Action
1	Open the “Example” Procurement Package Folder.
2	Point to the Awarded Contract Folder, and click the right mouse button to activate the Pop-up Workspace Menu.
3	Select EDI 850.
4	In the Transaction Set Purpose dialog box, select Original and click OK.
5	In the Save As dialog box, enter a title with the .TXT extension (example: EDI_TEST.TXT), and click OK.
6	Click OK to acknowledge the EDI 850 message box.

Administration Folder Contents

The Administration Folder contains documents that may be needed after a contract is awarded. To create these documents, you must first create an Administration Folder in the Contract Folder.

Documents

Claims Worksheet

Contracting Officer's Final Determination (COFD)

Mistakes Disclosed After Award

Payment Authorization

Post-Award Protest (Determination to Stop Work)

Post-Award Protest (Protest Response)

Post-Award Protest (Urgency Request/Determination)

Creating an Administration Folder and Documents

Administration Folders are created in Contract Folders that have the Awarded Status.

To create an Administration folder:

1. Open a Contract Folder.
2. Activate the Pop-up Workspace Menu, and select Create Folder, then Administration.
3. In the name dialog box, accept the default title by clicking OK, or enter a title for the folder and click OK. An Administration Folder is placed in the Contract Folder.

To create an Administration document:

1. Open an Administration Folder.
2. Activate the Pop-up Workspace Menu, and select Create Document/Form, then Administration.
3. Select the desired document from the menu.
4. If the Name dialog box is displayed, either enter a new title and click OK, or accept the default name by clicking OK. The document is created in the workspace. It may be edited the same as any other document.

Practice Exercises

Exercise 14-9: Create an Administration Folder

Create an Administration Folder for the Contract Folder in the “Example” Procurement Package.

Follow these steps to complete this exercise:

Step	Action
1	Open the “Example” Procurement Package Folder.
2	Open the Contract Folder.
3	Activate the Pop-up Workspace Menu.
4	Select Create Folder, then Administration.
5	In the name dialog box, accept the default title by clicking OK.

Exercise 14-10: Create an Administration Document

Create and edit a document in the Administration Folder.

Follow these steps to complete this exercise:

Step	Action
1	Open the “Example” Procurement Package Folder.
2	Open the Contract Folder, then open the Administration Folder.
3	Activate the Pop-up Workspace Menu.
4	Select Create Document/Form, then Administration.
5	From the menu of documents, select a document. An icon for the document is placed in the Administration Folder.
6	Double-click the document icon to open it for editing.
7	In the initial (default) Protect for Forms mode, use the **Tab** key to move between form fields and enter data.
8	Click the Unprotect button and add text outside the form fields.
9	Click the footprints button to save and exit the document.

Closing Out a Contract

You can use AMAS to initiate and manage the close out process, including creating and approving close out documents and forms. During contract close out, you can:

- handle the physical completion activities
- review the contract file
- perform dollar reconciliation for funded, awarded, and invoiced amounts
- handle disposition of classified materials and government furnished property
- process final patent and royalty reports
- process property clearance documents
- record subcontract settlement results
- record indirect cost rates and final audit information
- establish and record the final contract price
- process contractor closing statements
- record the retirement and archiving (removal from active files) of the closed out contracts

After all the goods and services under a contract are received, you should change the status of the Contract Folder to Physically Complete, prepare the appropriate close out forms, obtain approval to change the status to Closed Out. At that time, the contract may be retired.

To change the contract status to Physically Complete:

1. Open the Procurement Package Folder that contains the Contract Folder to be closed out. (The Contract Folder must have the Awarded status.)
2. Point to the Contract Folder and activate the Pop-up Icon Menu.
3. Select Physically Complete. A dialog box appears asking if you are sure you want to mark this physically complete. Click Yes.
4. A dialog box appears stating that a Close Out Folder has been created. Click OK. A Close Out Folder is placed in the Contract Folder, and a flag symbol is attached to the Contract Folder to indicate that its status is Physically Complete.

To Close Out a contract:

1. Open the Close Out Folder.
2. Activate the Pop-up Workspace Menu and select the correct forms and edit them as necessary (make sure they are in the Close Out Folder).
3. Open the folder containing the Close Out Folder. (The Close Out Folder will appear in the right workspace.)
4. Point to the Close Out Folder and activate the Pop-up Icon Menu and select Complete.

5. A dialog box appears asking you if you are sure you want to mark this completed. Click Yes to mark it completed. A completed symbol appears on the Close Out Folder.
6. Point to the Close Out Folder icon, activate the Pop-up Icon Menu and select Route.
7. Select Route for Approval, then click OK in the Routing dialog box. When the Close Out Folder receives final approval, it is returned to you and the status of the Contract Folder is automatically changed to Closed Out. A checklist symbol in the lower right corner identifies the Closed Out status.

To Retire a contract:

1. Display the icon for the Close Out Folder in your workspace. (The folder must have the Closed Out status before it can be retired.)
2. Point to the Close Out Folder and activate the Pop-up Icon Menu.
3. Select Retire. The retired symbol is attached to the Procurement Package Folder to identify its Retired status.

Script for Review of Unit 14

Continuation of review script

Firm Fixed Price Services - Definitive Contract

Information Technology Support, Financial Systems, and Travel and Funds Control Support Services

Step 1 - Prepare and Review Modification

Task	Action
1	In Contract Folder select **Create Folder** from Pop-up **Workspace Menu,** then **Modification.**
2	Enter title.
3	Open Modification Folder by double-clicking on icon.
4	Select **Parameters** from Pop-up **Workspace Menu**.
5	**In Main Panel,** select the appropriate choice under the **Transaction Code** for extension of the contract period of performance.
6	Click on the **Dates tab** to activate the Dates Panel. Click **Yes** on the message to modify the existing information. Click on the Required Delivery Date to change the date.
7	If you want to make any changes to other Parameters information, click on tab to activate panel then indicate that you want to change existing data by clicking Yes then enter corrected information.
8	Double-click file cabinet or close button to **exit Parameters** Window. If Closing dialog box is displayed, click Save Then Exit button.
9	Select **Create Document/Form** from Pop-up **Workspace Menu** then Modification then **Modification**.
10	Accept default title by clicking OK
11	Double-click **modification** document icon to **open** it.
12	Click on the Modification **Builder button** on toolbar.
13	Click "**Beat feet**" - return to AMAS button on toolbar to close document.
14	Close Modification Folder by clicking Contract Folder icon in Navigator.

Step 2 - Making Modification Folder Complete and Routing it for Approval

Task	Action
1	Point to Modification Folder icon activate Pop-up **Icon Menu**.
2	Select **Complete**. Click Yes to confirm action.
3	Drag **Modification Folder** icon from right workspace to Out Box.
4	In Routing dialog box, select **Route for Approval** and click OK
5	In Threads dialog box, **select** appropriate **thread** and click OK
6	Click **OK** to acknowledge Route for Approval message.

Step 3 - Awarding Modification Folder

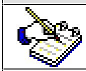
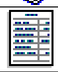
Task	Action
1	Once a Modification Folder is approved, **open** the **Contract Folder**.
2	Point to Modification Folder and activate Pop-up **Icon Menu**.
3	Select **Award**.

APPENDIX A
IDENTIFYING ICONS

APPENDIX A: IDENTIFYING ICONS

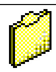
Documents and Forms

When you double-click the icon for a document or form, it is opened for editing (if its status is In-Process). Documents and forms are usually stored in folders.

Icon	Name	Definition
	Document	Documents are generated from templates, using Microsoft *Word.*
	Form	Procurements forms are pre-filled with selected information already stored in the database.

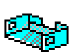
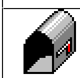
Folders

The following symbols represent folders. Folders may contain documents and forms (above), and other folders. when you open a folder, its contents are displayed in the right workspace. If an empty folder is opened, the workspace is blank.

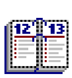
	Miscellaneous	This is a generic folder icon that has no special menus associated with it. Miscellaneous folders may be customized with names that reflect their contents.

System Folders

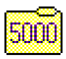
These folders are always present in the Navigator, directly below the File Cabinet icon in the left side of the workspace window. Each system folder has unique functions.

	In Box	The In Box is the receptacle for material routed to you by other system users. The In Box is blue if empty; red if occupied.
	Out Box	The Out Box allows you to route materials to other system users by dragging and dropping icons on it.
	Trash Can	The Trash Can folder contains everything you have deleted since the last time you issued the Empty Trash command.

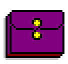
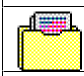
Management Folders

	Administration	This folder contains contract management documents and forms.
	Planning	This folder holds planning documents and forms.

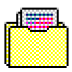
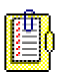
Procurement Request Folders

	Procurement Request (PR) Folder	The PR folder holds a procurement request form and supporting documents and forms. It is created by a project officer and routed for approval, then transferred to the contracts office. There it is assigned to a negotiator, who creates a procurement package based on it.
	Simplified Procurement Request (SPR) Folder	The SPR folder holds a simplified procurement request form and supporting documents and forms. It is created by a project officer and routed for approval, then transferred to the contracts office. There it is assigned to a buyer, who creates a procurement package based on it.
	Series 5000	This folder holds the DoD Series 5000 documents necessary for major system acquisitions. It may be created in a Procurement Request Folder.

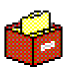
Procurement Package Folders

	Procurement Package Folder	This folder contains the Pre-Solicitation, Negotiation, Contract and Correspondence folders. Solicitation documents are prepared in this folder.
	Pre-Solicitation	This folder is found inside a Procurement Package folder.
	Negotiation	This folder is found inside a Procurement Package folder.
	Contract	This folder is found inside a Procurement Package folder. It holds the Contract document and related material.
	Award	This folder is automatically placed in a Contract folder when the contract is awarded. It holds documents and forms that are needed after contracts are awarded.
	Correspondence	This folder may be created to hold electronic mail related to a procurement.
	Amendment/ Modification	This folder gives you access to the menu commands that you need to issue an amendment to a solicitation, or a modification to a contract.
	Closeout	This folder holds the forms necessary to close out a contract. AMAS generates the Close Out folder when status of an Contract folder is changed to Physically Complete.

Simplified Acquisition Procurement Folders

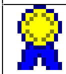
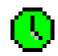
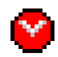
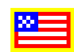
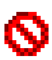
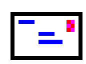
	Simplified Acquisition Procurement (Small Purchase)	This folder contains the Justification, RFQ, and Order Folders
	Justification	This folder is found inside a Simplified Acquisition folder.
	Order	This folder is found inside a Simplified Acquisition folder.
	Award	This folder is automatically placed in an Order folder when the order is awarded. It holds documents and forms that are needed after orders are awarded.
	Amendment/ Modification	This folder gives you access to the menu commands that you need to issue an amendment to an RFQ, or a modification to an order.
	Closeout	This folder holds the forms necessary to close out an order. AMAS generates the Close Out folder when status of an Order folder is changed to Physically Complete.

Historical Folders

	Historical Contract	This folder allows you to enter data for a contract awarded outside the system.
	Historical Modification	This folder allows you to enter data for contract modifications issued outside the system.

Identifying Work Status

All items are assigned an In-Process status when they are created. At the appropriate stages in a procurement, the status of an item is changed by the user, or automatically by the system. the chart below identifies the symbols that mark the status of your work. Items that are In-Process do not have a special symbol attached.

	Approved		Issued (Solicitation or RFQ)
	Assigned		Locked * (cannot be edited)
	Awarded (Contract or Order)		PALT time on (Procurement Request)
	Canceled (Procurement Request or Modification)		PALT time suspended (Procurement Request)
	Closed Out		Physically complete (Contract or Order)
	Completed		Retired (Contract or Order)
	Disapproved		Routed for Approval

* The locked symbol means an item is unavailable, but “locked” is not an actual status. (For example, you may be locked out of a document because it is routed for approval.)

APPENDIX B
GLOSSARY

APPENDIX B: GLOSSARY

ACRN Panel	Allows you to edit lines of accounting that apply to the procurement. ACRN numbers are entered in the Parameters Window and then appear in the drop-down list box in the Pricing Panel of the Line Item Window, where they are assigned to individual line items.
Address Book	Personal list of other system users developed by selecting names from a master list of all system users.
Addresses Panel	Allows you to identify, the various organizations responsible for procurement activities, such as shipping, receiving, inspecting goods, processing payment, and auditing activities, for the entire procurement (Parameters Window) or individual line items (Line Item Window).
Administration Folder	Provides menu access to documents needed for contract administration actions, such as responses to claims and protests, and payment authorization.
Amendment Folder	Provides menu access to the Amendment Parameters and Amendment Line Item windows, and the Amendment document.
Approval Routing	Sends an Item sequentially to a list of users in an approval thread. Each member of the thread approves or disapproves the item, and it continues automatically to the next member of the thread.
Approval Thread	Designates list of reviewers, provides instructions on routing direction and ownership.
Assignments	Only users with specific managerial user roles and designated subordinates can assign work that they own. When you assign something, you retain ownership which gives you the ability to track it.
Attachments Panel	Allows you to specify, the documents and forms that should be listed as attachments in the solicitation, RFQ, contract or order document for the entire procurement (Parameters Window) or individual line items (Line Item Window).
Auto-Numbering	System capability of keeping track of assigned numbers and suggesting the next available number.
Award Folder	Provides menu access to forms needed at contract award, including Post-Award Synopsis Notice, and the Contract Distribution List.

Bookmark Menu	Located within "Help," adds the current topic to the list of bookmarks. Once a bookmark is entered, its name is added to the bookmark pull-down menu. To access the topic in the future, click the desired title in the bookmark list.
Build Contract	Allows you to build and paginate the entire contract document by retrieving information from the database.
Build Solicitation	Allows you to build and paginate the entire solicitation document by retrieving information from the database.
Clause Fill In Column	Displays the status of each clause that has been built into a contract. Red indicates the clause does not require any user-provided information. Green indicates the clause requires additional text, and none has been-entered. Yellow indicates the clause requires additional text, and partial or complete information has been entered.
Clauses Panel	Allows you to build a list of clauses for a solicitation or contract document that applies to the entire procurement (Parameters Window) or individual line items (Line Item Window).
Clause Update Message	Message from systems administrator which tells you which clauses have new editions available and which folders in your workspace contain these clauses.
CLIN Panel	Screen for creating or listing line items, descriptions, quantities, prices, etc., within the Line Item Window.
Close-Out Folder	Provides menu access to forms needed for the contract close out process.
Contacts Window	Allows you to specify individuals within specified organization who are associated with the procurement (Parameters Window) or individual line items (Line Item Window); enter data by selecting "Point of Contact" button within the Addresses Panel.
Contract Folder	Provides menu access to the Contract Parameters and Contract Line Item Windows, and documents and forms needed for contract preparation and award.
Correspondence Folder	Provides menu access to outgoing correspondence documents (with tracking capabilities).
Dates Panel	Allows you to specify dates that apply to the entire procurement (Parameters Window) or individual line items (Line Item Window).

De-assign	Allows an authorized user to remove a PR Folder or other action that has been assigned to an individual within his/her workgroup.
Delete Usage Notes	Selection in Contract Builder that initiates a search for any text enclosed in brackets [like this].
Delivery Schedule Window	Enter data for split deliveries of a line item to multiple addresses (allows you to take advantage of a lower unit price by placing a large order for an item needed in many locations), located within Addresses Panel in Line Item Window.
Disapprove/Reject	Returns the folder to the originator with a Disapproved status.
Document Toolbar	AMAS-specific action buttons which can be accessed when editing a document in Word and are appropriate for the type of document you are editing.
Drop-Down Form Menu	Includes several commands for changing pages that are only available in multi-page forms or reports.
Drop-Down Menus	Displayed when you click a word or button on the main menu bar, applicable options appear below the word or button.
EDI Report	Shows all EDI transactions involving the selected folder or item, and allows you to open Parameters and Line Item windows to view EDI 836 Quotation information received from others.
Electronic Data Interchange (EDI)	Method of transferring information between computer programs using a standardized format.
Empty Trash Can	Entire contents of trash can may be emptied by activating Pop-Up Workspace Menu and selecting Empty Trash Can command. Contents of Trash Can should be reviewed before emptying. Items you wish to keep should be removed from Trash Can and placed in applicable work folder.
FOB Panel	Allows you to specify an FOB point (origin/destination) for the entire procurement (Parameters Window) or individual line items (Line Item Window).
General Routing	Extends privileges to any number of users, but only one user at a time may edit a routed item. This function allows you to route either the original or a copy of the material to be reviewed while you retain ownership of the routed material.

Get Information Command	Accesses descriptive information about the origin and status of items and folders in your workspace.
GFE Panel	Allows you to enter dates and descriptions for items to be furnished as Government Furnished Equipment (GFE) within the Parameters Window.
Help Contents Window	Provides a broad overview on different subjects and helps to answer questions you may have while working on the system.
Historical Contract	Contracts awarded before the AMAS system was implemented.
Hypertext Jumps	Used within Help, clicking on solid underline displays a related help topic, while clicking on dotted underline displays a pop-up box containing a definition.
IDIQ Panel	Allows you to enter quantities for Indefinite Delivery - Indefinite Quantity (IDIQ) procurements when IDIQ is specified in the Award Instrument block of the Main panel of the Procurement Parameters Window.
In Box	Located at the top of the navigator on the left side of the workspace, contains mail or routed items you have received.
Information Window	Contains description information about the origin and status of items and folders in your workspace.
Item List	Displays a list of all line items in a folder, and may be used as a reference while working in other windows.
Justification Folder	Automatically placed in a newly created Simplified Acquisition Procurement master folder for the purpose of organizing the documents and forms associated with the preliminary decisions and notifications for the proposed procurement.
Lead Time Panel	Allows you to specify delivery times for the entire procurement (Parameters Window) or various quantities of an individual line item (Line Item Window).
Limits Panel	Allows you to enter pricing limitations that apply to the entire procurement (Parameters Window).
Lines Of Accounting Maintenance Window	Allows you to create a lookup list of ACRN numbers for the Lookup selection in the ACRN panel of the Parameters Window.

Locked	Document or file is in the routing process for approval and cannot be edited. A locked symbol (padlock) is attached to the icon in your workspace to indicate that the folder or item is locked and cannot be edited.
Magnifying Glass	Appears when you point to a field that has a list of data entry options. By clicking on the field, the list will appear allowing you to choose the applicable entry for the field.
Mail Message	Brief electronic messages sent to other users in your Private Address Book, or system generated as a result of route for approval thread parameters.
Main Panel	Located in Parameters Window, holds basic information about the procurement. such as contract type, security level, and set-asides.
Manage Attachments	Allows you to incorporate documents and forms into the Solicitation document as attachments or exhibits.
Markings Panel	Allows you to specify, markings for shipments, including transportation control or project priority numbers, for the entire procurement (Parameters Window) or individual line items (Line Item Window).
Master File	Work folder which holds all information associated with a specific procurement, contract or order; system equivalent of a contract master file.
Migrating PR/SPR Folders	Moving a Procurement Request Folder to a Procurement Package Folder allowing contents to be changed from "Read Only" to "Read/Write."
Miscellaneous Folders	Provides a filing location for work that does not belong in other subfolders. Does not offer a special menu, but includes the menu of Miscellaneous documents and forms that are available in all folders.
Modification Folder	Provides menu access to the Modification Parameters and Modification Line Item Windows, and the Modification document.
National Stock Number (NSN) Window	Allows you to maintain a list of stock numbers from which you can select and drag items to your line item entry screen using National Stock Number information.
Navigator	Left side of the Workspace Window, at the top of which is a file cabinet symbol.
Navigator Directory	Directory tree displayed in Navigator (left) area of the workspace; shows the contents of the file cabinet by clicking the file cabinet symbol.

Negotiation Folder	Provides menu access to documents and forms needed for negotiations, responsibility determinations, and fair and reasonable price determination.
Order Folder	Provides menu access to documents and forms needed to process orders under an Indefinite Delivery Type Contract (IDTC) or Simplified Acquisition Procurement (SAP).
Out Box	System folder located directly under the File Cabinet in the Navigator, activates the Routing Dialog box. Materials to be routed may first be placed in the out box.
Packing Panel	Allows you to record special handling and packing instructions for the line item currently selected in the CLIN Panel within Line Items Window.
Parameters Window	Used to enter information about the entire procurement, such as names and addresses of points of contact, identification of reference material, contract expiration date, shipping destination, method of payment, etc.
People Panel	Allows you to specify the names and telephone numbers of the personnel responsible for an individual item within the Line Items Window.
Planning Folder	Provides menu access to planning documents and forms, including the Acquisition Plan and the Procurement Plan.
Pop-Up Data/Form Menu	Activated by clicking right mouse button anywhere within a form or other data window, offers commands that are relevant to the current window.
Pop-Up Icon Menu	Activated by positioning the mouse pointer on an icon in the right workspace and clicking and holding down the right mouse button. Chosen command from menu is applied to the selected folder, document or form.
Pop-Up Menus	Activated by clicking right mouse button in the workspace or data window. Three types of pop-up menus: Data/Form, Workspace, or Icon.
Pop-Up Workspace Menu	Activated by positioning the mouse pointer anywhere within the blank white area of the right workspace. Command selected affects the contents of the open folder. Allows you to create new folders. documents and forms, edit procurement information, and perform certain actions that change the status of the folder.

Pre-Solicitation Folder	Automatically placed in the newly-created Procurement Package master folder and is used to organize the documents and forms associated with the preliminary decisions and notifications for the proposed procurement.
Pricing Panel	Allows you to enter pricing information and match ACRN numbers to the line item selected in the CLIN Panel within the Line Items Window.
Private Address Book	List of other systems users developed by selecting names from a list of all systems users.
Procurement Administrative Lead Time (PALT)	Time tracking mechanism beginning when a PR folder is assigned and ending when a contract or order is awarded. A clock attached to a folder icon is an indicator that PALT has been initiated.
Procurement Checklist	Created in the Procurement Package folder to keep track of milestones,(not required but a convenient way of tracking deadlines).
Procurement Package Folder	Master folder which holds all information associated with a specific procurement, from receipt of the procurement request to retirement of the contract file.
Procurement Request Folder	Contains the requirements (line items, recommended sources, documents and forms) related to the procurement request, contents may be reviewed but they cannot be edited. Serves as the requirements package holder for all information submitted by the program office.
Program Toolbar	Allows you to quickly select certain menu commands by clicking buttons instead of accessing menus from Main Menu Bar.
Protected	Documents may be edited only in gray-shaded areas (form fields) when in a Protected status. The tab key may be used to move from field to field, simplifying data entry.
Protect for Revisions	Selected prior to routing when selecting Read-Write; protects original documents from revisions by reviewers. Copies are routed, and when a document is returned, you may select Revisions from the Word Tools Menu to view any changes and accept or reject them.
Ranges Panel	Allows you to specify physical measurements and counts that apply to the entire procurement (Parameters Window).

Receiving Maintenance Window	Allows you to record the receipt of goods and services.
Recommended Sources Window	Used throughout the procurement process, first to identify potential contractors, next to generate the solicitation mailing list, then to enter offerors and identify the Contractor.
References Panel	Allows you to identify sources of detailed information that apply to the entire procurement (Parameters Window) or individual line items (Line Item Window).
Regenerating Clauses	Allows you to retrieve a different set of clauses required as a result of changes in the Main panel of the Parameters window.
Rename	Option in Pop-Up Icon Menu, allows you to customize the title of any folder, document or form.
RFQ Builder	Retrieval of information from the Parameters and Line Items Windows for the purpose of creating the sections of an RFQ.
Route Sheets	Included in any folder to be routed and can hold special information the recipient should know when reviewing or working with the routed material.
Routing	Allows you to interact with other users by sending and receiving items, transferring ownership, and participating in a paper-less approval process.
Schedule Panel	Allows you to specify a delivery schedule for designated quantities of an individual line item within the Line Items Window.
Search Regulations	Allows you to search the regulations database for specific keywords, and then review or copy specific regulations as needed.
Solicitation Mailing List	Detailed mailing list comprised from the Source Detail Panel of the Recommended Sources window and printed from the Labels Panel.
Step Panel	Allows you to enter step ladder (quantity) pricing for individual items in a firm fixed price contract, accessed in Line Items Window.
Suspend PALT	Allows authorized users to perform log-out (suspend clock for tracking procurement administrative lead time) for a PR Folder assigned to an individual within their workgroup for processing.
Synchronize	Allows you to replace line items and parameters in the Contract folder with the information in the Procurement Package folder and all Amendment folders. The synchronize command overwrites all information in the Contract Parameters and Contract Line Item windows.

System Folders	In Box, Out Box, and Trash Can folders which are always present in the Navigator.
Thread Viewer	Allows you to research individual approval threads to see who is included, what restrictions apply to items as they are routed along the thread, and who will own the routed item after approval.
Transfer of Ownership	Ownership of the item or folder is passed to the user selected. The item or folder is no longer visible in your workspace.
Trash Can Folder	Contains everything that has been deleted since you last selected the Empty Trash command.
Unprotected	If a document is in an Unprotected mode, text may be entered in all parts of the document except gray-shaded form fields. If any keystroke is placed within the gray-shaded form field, the field is eliminated and replaced with the typed character. Eliminated field cannot be retrieved when document is re-opened.
Vendor Search Window	Used to identify potential sources based on Federal Supply Code (FSC) or Standard Industrial Classification (SIC) code instead of using the Lookup feature to add contractors to the source list.
"Where is it?" Location List	Located within "Help," contains a list of all documents and identifies the folder in which each document is located.
Work Folders	Contains templates for various documents and forms, and other information that permits performance of specialized function.
Workspace Window	Primary AMAS working environment where you can create, organize, maintain. route and track procurement documents.

APPENDIX C
ACRONYM LIST

APPENDIX C: ACRONYM LIST

Acronym	Definition
A	
ACO(s)	Administrative Contracting Officer(s)
ACRN	Accounting Classification (Report) Number
ADC	After Date of Contract
ADP	Automatic Data Processing
AP	Acquisition Plan
ARO	After Receipt of Order
ASR	Acquisition Strategy Report
B	
BAA	Broad Agency Announcement
BAFO	Best and Final Offer
C	
CACO	Corporate Administrative Contracting Officer
CAGE	Commercial and Government Entity
CAP (Report)	Cost Advisory Panel (Report)
CARP (Report)	Contract Action Review Panel (Report)
CAS	Contract Administrative Services
CBD	Commerce Business Daily
CCO	Chief of Contracting Office
CDRL	Contract Data Requirements List
CICA	Competition in Contracting Act
CLIN	Contract Line Item Number
CO	Contracting Officer
COC	Certificate of Competency
COFD	Contracting Officer's Final Determination
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
CPAF	Cost Plus Award FEE
C	
CPFF	Cost Plus Fixed Fee
CPIF	Cost Plus incentive Fee
D	
D&F	Determination and Findings
DCAA	Defense Contract Audit Agency
DFARS	Defense Federal Acquisition Regulations Supplement
DCMC	Defense Contract Management Center
DO	Delivery Order
DoD	Department of Defense

E

EDI	Electronic Data Interchange
EEO	Equal Employment Opportunity

F

FAR	Federal Acquisition Regulations
FCCM	Facilities Capital Cost of Money
FFP	Firm Fixed Price
FIP	Federal Information Processing
FIRMR	Federal Information Resources Management Requirements
FMS	Foreign Military Sale
FOB	Free-on-Board
F&OC	Full and Open Competition
FPAF	Fixed Price Award Fee
FPI	Fixed Price Incentive
FSC	Federal Supply Code
FSS	Federal Supply Schedules

G

GAO	Government Accounting Office
GFE	Government Furnished Equipment
GFP	Government Furnished Property
GSA	General Services Administrative
GSA FSS	General Services Administration Federal Supply Schedule

H

HCA	Head of Contracting Activity

I

IDDQ	Indefinite Delivery – Definite Quantity
IDIQ	Indefinite Delivery – Indefinite Quantity
IDR	Indefinite Delivery Requirements
IDTC	Indefinite Delivery Type Contract
IFB	Invitation for Bids

J

J&A	Justification and Approval

L

LOE	Level of Effort

M

MS	Microsoft

N

NIB/NISH	National Industry for the Blind/National Industry for the Severely Handicapped
NSN	National Stock Number

P

PALT	Procurement Administrative Lead Time
PCO's	Procurement Contract Officers
PIIN	Procurement Instrument Identification Number
POC	Point of Contact
PPK	Procurement Package
PPL	Provisioned Part List
PR	Procurement Request

Q

QAE	Quality Assurance Evaluator
QAR	Quality Assurance Representative

R

RFP	Request for Proposal
RFQ	Request for Quote

S

SAP	Simplified Acquisition Process
SAR	Security Advisory Board
SBA	Small Business Administration
SF	Standard Form
SIC	Standard Industrial Code
SLIN	Sub-Line Item Number
SOW	Statement of Work
SPE	Service Procurement Executive
SPIN	Supplementary Procurement Instrument Identification Number
SPR	Simplified Procurement Request
SSAC (Report)	Source Selection Advisory Council
SSEB	Source Selection Evaluation Board
SSP	Source Selection Plan

T

T &C's	Terms and Conditions
TAR	Technical Advisory Report
TERP (Report)	Technical Evaluation Review Panel (Report)
T&M	Time and Material

U

UCF	Uniform Contract Format

APPENDIX D
PROCUREMENT PLANNING

APPENDIX D: PROCUREMENT PLANNING

Procurement Planning

Recording Procurement Strategies

Procurement planning serves two purposes within the system. As part of the process associated with projecting requirements for future fiscal years, so that this information may be included in the long range acquisition estimates for the organization and used by the contracting organization in planning their workloads. the user will enter information into the procurement planning dialog box regarding the type of procurement, simple description of products/services being acquired, and estimated dollar values.
The user can also prepare a formal acquisition plan for those procurement actions or programs requiring an acquisition plan for the fiscal year. This acquisition plan is prepared jointly by the program office and the contracting activity with input from other sources as necessary.

Creating a Planning Folder

Planning folders may be created in Procurement Package Folders when needed. However, it is not necessary to create a Planning Folder in order to create an Acquisition Plan or Procurement Checklist, since both of these may also be created in a Procurement Package Folder.

To create a Planning folder:

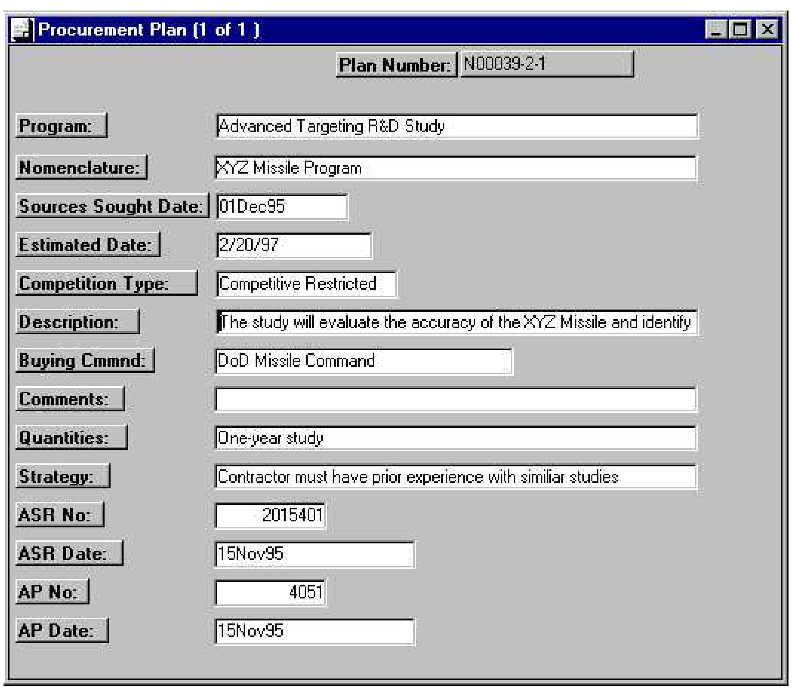
1. Open a Procurement Package Folder.
2. Activate the Pop-up Workspace Menu, and select Create Folder, then Planning.
3. In the name dialog box, accept the default title by clicking OK, or enter a title for the folder and click OK. A planning folder is placed in the Procurement package Folder.

Preparing a Procurement Plan

Procurement Plans are created in Planning or Procurement Package folders and edited in the Procurement Plan Window.

To create a Procurement Plan:

1. Open a Planning folder inside a Procurement Package Folder (or open a Procurement Package Folder).
2. Activate the Pop-up Workspace Menu and select create Document/Form. Select Planning (or Procurement Package), then Procurement Plan.
3. In the name dialog box, either accept the default title by clicking OK, or enter a title and click OK. A form icon is placed in the open folder.
4. Double-click the form icon to edit the procurement plan. the Procurement Plan window is displayed.



5. In the Procurement Plan Window, enter the following information:

Selection	Explanation
Plan Number	Enter the identification number for your procurement plan
Program	Enter the title of your program
Nomenclature	Enter the Nomenclature for the proposed procurement
Sources Sought Date	Indicate whether a sources sought CBD notice will be used
Estimated Date	Enter an anticipated delivery date
Competition Type	Select the level of competition from the drop-down list box
Description	Enter a brief description of the proposed procurement
Buying Command	Enter the organizational name of the sponsor
Comments	Enter any remarks about the proposed procurement
Quantities	Enter the estimated quantity to be procured
Strategy	Enter the proposed acquisition strategy
Estimated Value	Enter the total estimated dollar value of the proposed procurement
ASR Applicable (Number and Date)	If an acquisition strategy report is required, enter the number and date for the acquisition strategy report prepared
AP Applicable (Number and Date	If an acquisition strategy report is required, enter the number and date for the acquisition plan prepared.

6. Double-click the close bar to exit the Procurement Plan window. If Closing dialog box is displayed, click the Save Then Exit button.

Preparing Acquisition Plans

Acquisition Plan documents are created in Planning or Procurement Package folders. the default titles of acquisition plans are automatically numbered.

To create and Acquisition Plan:

1. Open a Planning Folder inside a procurement Package Folder. (Ore open a Procurement Package Folder.)
2. Activate the Pop-up Workspace Menu and select Create Document/Form. Select Planning (or Procurement Package), then Acquisition Plan.
3. Enter a title in the dialog box, or accept the default title. Click OK. A document icon is placed in the open folder.
4. Double-click the document icon to edit the acquisition plan in word processing.
5. Once the acquisition plan is finalized, change the status of the document to Complete.
6. Route the acquisition plan for approval.

APPENDIX E
REVISIONS IN WORD 6.0 OR 7.0

APPENDIX E: REVISIONS IN WORD 6.0 OR 7.0

Revisions in Word 6.0 or 7.0

Folders and documents may be routed either as "Read Only," which protects the documents from revisions by reviewers, or "Read/Write," which allows reviewers to make revisions to the documents. *Microsoft Word* has a tool called Revision Marks which helps you and other reviewers see what changes have been made to a document since the last version.

Word uses special formatting, such as underlining and strike-through characters, to show edited or revised text. *Word* labels each revision with the reviewer's name, the date and time the revision was made.

In order for reviewers to edit routed documents, they must be granted "Read/Write" access. In addition, in the routing dialog box, the option "Protect for Revisions" under "Type" must be selected.

Using Revision Marks

The procedure for revising a *Word* document using the Revision Marks feature is described in the following steps. Note, that when revising a document, the status bar shows whether Revision Marking is on or off. The letters "MRK" are bold when Revision Marks is turned on, and dimmed when the feature is turned off. You can also double-click the letters "MRK" at any time to display the Revisions dialog box.

Note: Unless otherwise noted, these steps apply to both *Word* 7.0 .(Windows95) and *Word* 6.0 (Windows 3.1).

1. Open the Word document to be revised.

2. Select Tools from the main menu toolbar.

3. Select Revisions from the drop-down menu. The Revisions window opens.

Selections in the Revisions window are made by tabbing to the selection and pressing the space bar, or by placing the mouse pointer at the desired selection and single-clicking mouse button 1. Turning off any Revisions feature is performed the same way. When a feature is not active, the box next to the feature will be empty.

4. The following is an explanation of the options for revisions available in the Revisions window:

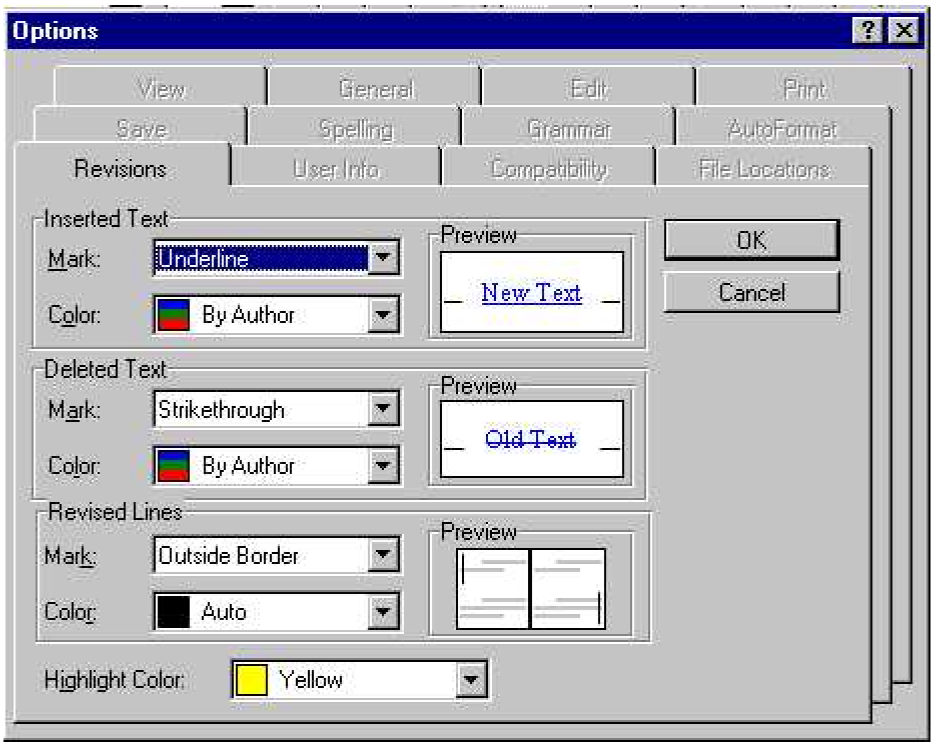
Option	Explanation
Mark Revisions While Editing	On: Revisions marked with special formatting, such as underlining and strike-through characters. to show edited text. Off: Revisions will not be marked. Revised text will replace edited text.

Option	Explanation
Show Revisions on Screen	On: Revision marks will show on your computer screen. Off: Revision marks are hidden but changes continue to be tracked while you work.
Show Revisions in Printed Document	On: Revision marks, such as underlining and strike-through, will appear in the printed text. Off: Revision marks will be hidden in printed text.
Compare Versions	Compares and marks where the open, edited document differs from the original document.
Merge Revisions	Merges revisions and annotations from a revised document into the original document. Useful for multiple reviewers.

5. Click OK to save selections.

Customizing Revision Marks

Each reviewer of a document can select options for how their revisions will appear on their screen in a revised document. When you select the Options button, the following window will appear:



The following is an explanation of the options available:

Option	Explanation
Inserted Text	Provides options for the formatting of revisions, i.e. bold, italic, underline, etc. Also provides color options for the revisions.
Deleted Text	You may select hide or strike-through for deleted text. Color options for deleted text are also available.
Revised Lines	Places a line down the outside border of the revised text. Color options for revised border lines are also available.
Highlights *(Word 7.0 only)*	Revised text may be highlighted with selected color.

Selected options will be saved by clicking OK.

Review Revisions

Once a document has completed the routing process, the owner may use the Revisions dialog box to Accept or Reject revisions. The three buttons for this process are described as follows:

Option	Explanation
Review	Selects each change in a document so that you can accept, reject or ignore changes.
Accept All	Accepts all changes made to entire document and removes revision marks.
Reject All	Reverses all changes made to the entire document and removes all revision marks.

When Review is selected, the following dialog box will appear:

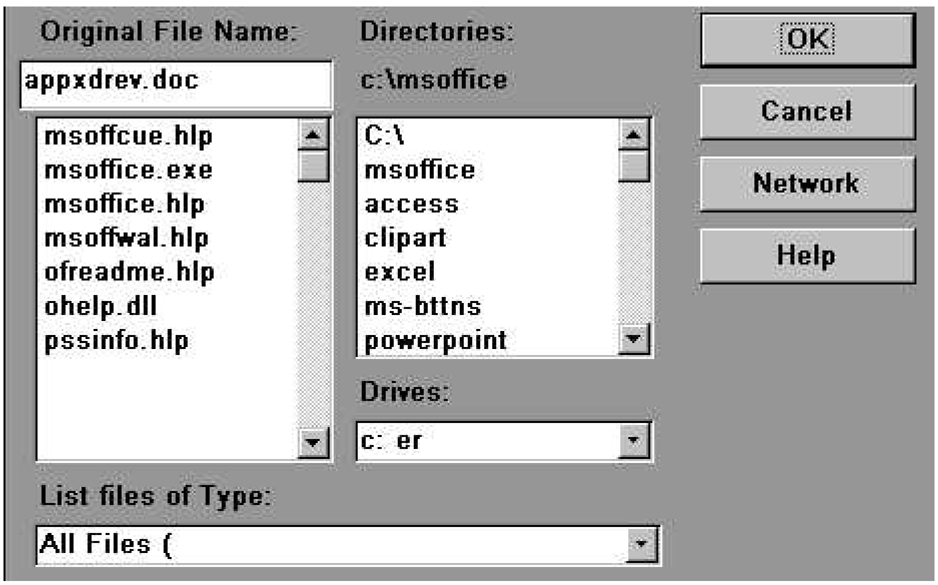
The following options are available:

Option	Explanation
Find (Left arrow/right arrow)	Moves to the previous or next revision mark and selects it. To ignore a revision mark and move to the next revision mark, click one of the Find buttons again.
Accept	Accepts the selected revision and removes the revision marks for that selection.
Reject	Does not implement the changes made to the selection and removes the revision marks.
Find Next After Accept/Reject	Automatically finds and selects the next revision mark.
Show Marks/Hide Marks	Displays and/or hides revision marks in the document. if you hide revision marks, you can see how the document will look if you accepted all revisions.
Undo Last	Reverses the last acceptance or rejection of a revision.

Compare or Merge Revisions

These options allow you to compare or merge two versions of a document. When you select Compare Revisions, Revision markings will indicate where an edited document differs from the original document. The original document is not changed or marked. Revision marks are displayed in the edited document with the options you set on the Revisions tab in the Options Dialog box (Tools menu). When you select Merge Revisions, revision marks and annotations will be merged into your original document.

When you select the Compare Revisions or Merge Revisions button, a dialog box will appear, similar to the following:



The following is an explanation of the options in this dialog box:

Option	Explanation
Original File Name	Select or type the name of the document you want to compare or merge with the edited document.
List Files of Type	Select the type of file you want to see in the Original File Name list.
Drives	Select the drive that contains the file you want to open.
Directories	Select the directory that contains the file you want to open.
Network	Opens the Connect Network Drive dialog box so you can make a connection to a network drive.

APPENDIX F
PROCUREMENT REQUESTS

APPENDIX F: Procurement Requests

The Procurement Request (PR) folder holds procurement requests, and supporting documents and forms. This folder is created with a procurement request form in it, and the form should be kept in the folder, because the folder itself contains information that belongs with the procurement request.

The PR folders are "work" folders that store data about procurement requests, give you access to menu commands for PR actions, and allow you to create additional PR documents and forms. Completed PR folders are routed for approval to other users, then submitted electronically to the contracts office. When you route, transfer, move or copy a PR folder, all the data previously entered in various windows is transferred along with the folder.

When you open a PR folder, the Create Document/Form command on the Pop-up Workspace Menu allows you to create the documents and forms you need, such as a statement of work, a DD 1423 form (CDRL), a source selection plan, or technical advisory reports. The Pop-up Workspace Menu also contains several important commands, such as Line Items and Parameters, that open windows where you enter information that is used in many of the PR documents and forms in the folder.

The Simplified Procurement Request defines the requirement to be satisfied by a contractor performing under a purchase order, delivery order or blanket purchase agreement call.

The procurement request package, which consists of the procurement request form and attachments (such as statements of work and sole source justification documents), provides a standard vehicle for the originator to articulate a requirement in a manner that will permit it to be staffed through the various participating, functional offices for the necessary concurrence and to the officials who must approve it prior to release to the contracting officer.

The procurement request is used to provide necessary information, documentation and approvals to the contracting officer for purposes of initiating a new order or for revising an existing contract/order. It consists of a procurement request form (for large contracts, small purchases, or agreements) and applicable attachments.

The procurement request originator is responsible for coordinating inputs from all sources, assuring required approvals are obtained, monitoring progress of the procurement request package, serving as the focal point within the organization, and acting as liaison with the contracting officer.

Procurement Request Folder Contents

The documents and forms that are available in the Procurement Request Folder include:

Documents

Section C - Description
Section D - Packaging and Marking Instructions
Section E - Inspection and Acceptance
Section F - Deliveries or Performance ADP Certification
ADP Checkoff List
COR Nomination
Exceptions to Buy American Act
First Article Testing Information
Fund Certification Request
Specification
SSP
Statement of Work
Technical Advisory Reports

Forms

CAAS Services
DD 1423 (CDRL)
DD 254
DD 1949-2
FAD Sheet
Patent Rights
Services Questionnaire
Sources Sought Synopsis Notice
Value Engineering Information

PR Checklist

The following is a recommended list of system activities to prepare a procurement request:

- Create a Procurement Request (PR) folder, with a Procurement Request form.
- Enter Parameters information in the Parameters window.
- Enter Line Items in the Line Item window.
- Enter recommended sources in the Recommended Sources window.
- Prepare the necessary documents and forms.
- Change the status of the PR folder to Complete.
- Route the PR Folder for approval.
- Create a Point PR to revise a procurement request after it has been submitted to the contracts office.
- Use the Cancel PR command (before approval) or a PR Cancellation Memo (after approval) to cancel a PR.

The Procurement Request Library

The library of PR templates allows users to quickly create new procurement requests by copying previously prepared folders that are very similar. Any PR folder may be designated as a library template, including folders already in the workspace, and folders created especially for the library. When a PR folder is designated as a library template, it is available to all users in the Create a New Procurement Request window (see p. 7-4). Only users who have been assigned the Librarian user role by a system administrator may add PR folders to the library.

Any PR folder that is likely to be useful for similar procurements in the future is a candidate for inclusion in the list of library templates. When a folder is added to the library, all data in the folder is saved with the library template, including line items, procurement parameters and sources. Folders used for library templates may be edited or deleted only by the owner (the user who added them to the library).

Creating a PR Folder

When you create a Procurement Request (PR) folder, the system automatically places the appropriate procurement request form in it.

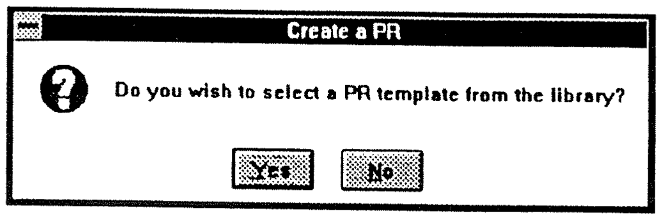
There are four ways of creating PR folders in the system:

- Initiation of a new requirement, performed by creating a PR Folder from scratch.
- Initiation of a new requirement, performed by copying a library PR Folder.
- Modification of an existing contract, performed by creating a PR Folder with the Type of Procurement set to *Other Than New Procurement.*
- Preparation of a Point PR, performed by modifying an existing PR Folder.

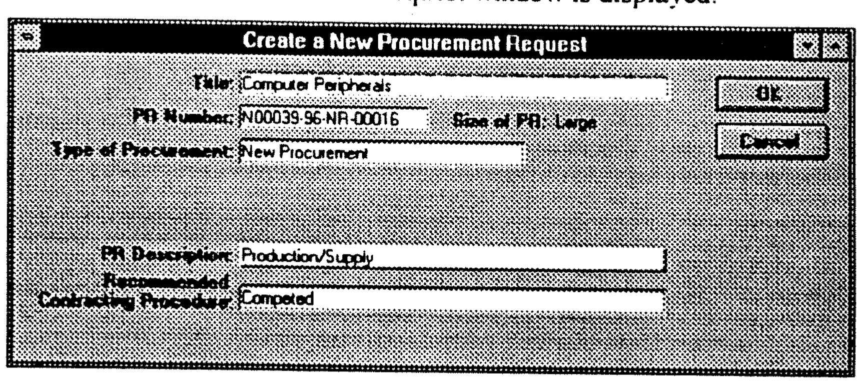
The first three methods are initiated with the same menu commands and employ a window titled Create a New Procurement Request.

To create a PR Folder from scratch:

1. Click the file cabinet icon at the top of the Navigator to close any open folders. The contents of the file cabinet should be displayed in the right workspace.
2. Activate the Pop-up Workspace Menu.
3. Select Create Folder.
4. Select Procurement Request.
5. In the dialog box, click No to create the PR Folder from scratch.



6. The Create a New Procurement Request window is displayed.



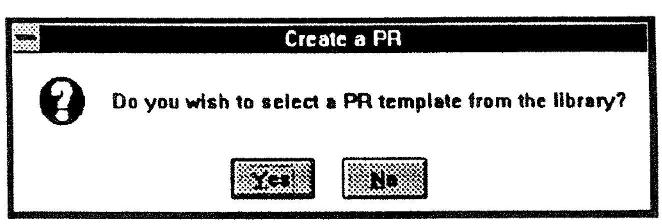
7. Enter the following information:

Field	Description
Title	Enter a title for the procurement. The title is displayed with the folder icon in your workspace.
PR Number	Point to the PR Number field and double-click to open the Procurement Auto-Numbering dialog box and assign a PR number.
Size of PR	This field is read-only, and identifies the type of PR to be created. If you selected Procurement Request from the menu of folder types, *Large* is displayed. If you selected Simplified Procurement Request, *Small* is displayed.
Type of Procurement	Select *New Procurement* from the drop-down list box.
PR Description	Select the description that best describes the procurement request.
Recommended Contracting Procedure	Select a contracting procedure from the drop-down list box.

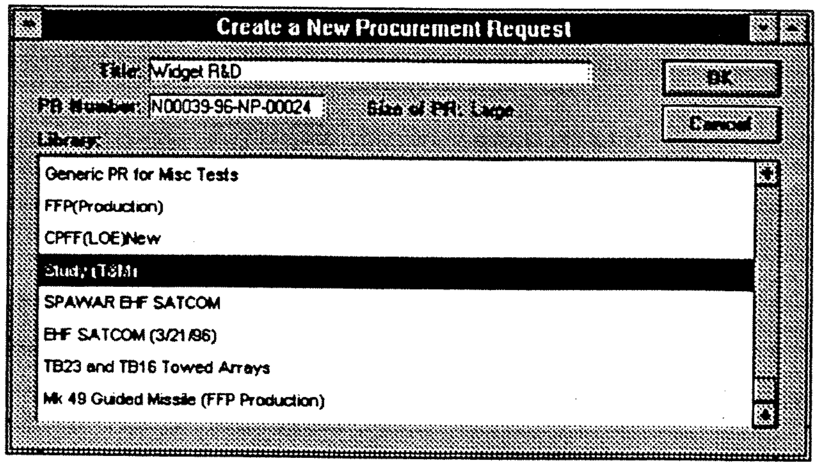
8. Click **OK**.
9. A PR folder is created, a procurement request form placed in it, and the Procurement Request window (see p. 10) is displayed so that you can edit the form.

To create a PR Folder by copying a Library template:

1. Click the file cabinet icon at the top of the Navigator to close any open folders. The contents of the file cabinet should be displayed in the right workspace.
2. Activate the Pop-up Workspace Menu.
3. Select Create Folder.
4. Select Procurement Request.
5. In the dialog box, click Yes to select a library template for your PR folder.



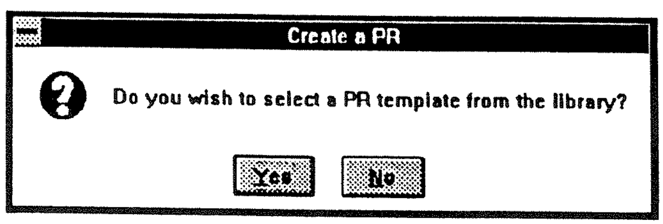
6. The Create a New Procurement Request window is displayed, with a Library list of available PR templates to copy. *If no templates are available, a message box is displayed instead of the window, and a PR Folder is not created. You must create a PR from scratch.*



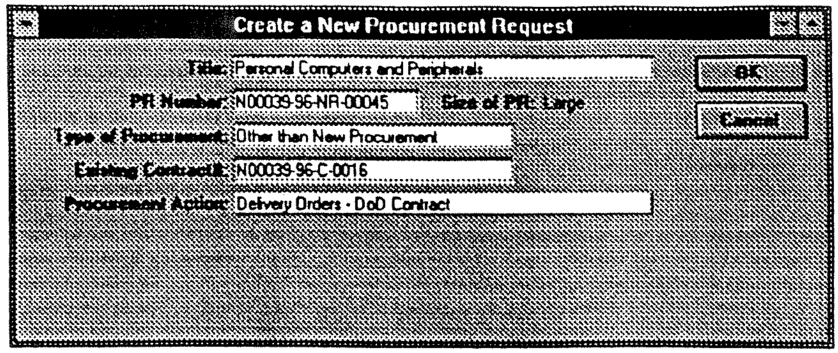
7. Enter a title for the PR folder.
8. Point to the PR Number field and double-click to open the Procurement Auto-Numbering dialog box and assign a PR number.
9. Select a Library PR folder from the list.
10. Click OK. A PR folder is created, and a procurement request form placed in it. The Procurement Request window is displayed so that you can edit the PR form.

To create a PR Folder for an action under an existing contract:

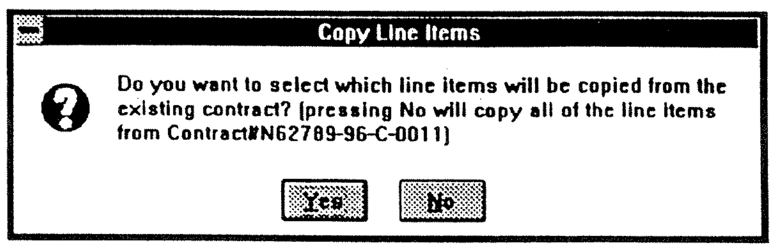
1. Click the file cabinet icon at the top of the Navigator to close any open folders. The contents of the file cabinet should be displayed in the right workspace.
2. Activate the Pop-up Workspace Menu.
3. Select Create Folder.
4. Select Procurement Request.
5. In the Create a PR dialog box, click No.



6. The Create a New Procurement Request window is displayed.
7. In the Type of Procurement field, select *Other Than New Procurement*. The lower portion of the Create a New Procurement Request window changes when you make this selection.



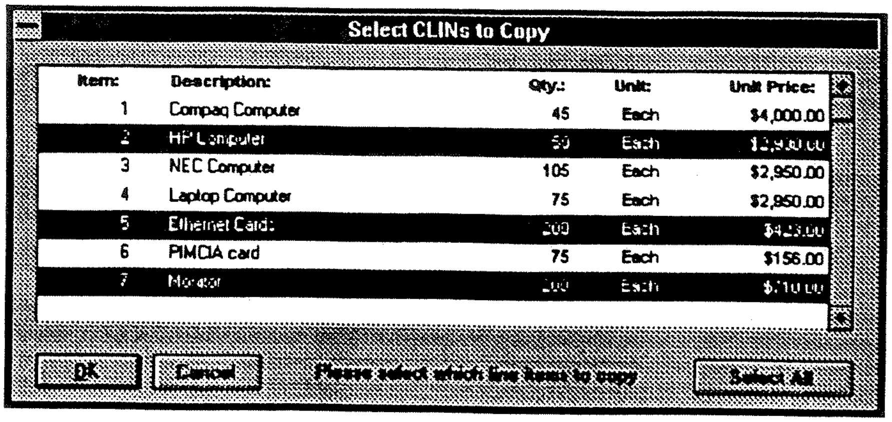
8. Enter a title for the PR folder.
9. Point to the PR Number field and double-click to open the Procurement Auto-Numbering dialog box and assign a PR number.
10. Point to the Existing Contract # field and double-click to select a contract number from a Lookup list of contracts in the system. If the contract number is not available in the system, you may type it in the field instead of using the Lookup list.
11. In the Procurement Action field, select the appropriate description from the drop-down list box.
12. Click OK.
13. The Copy Line Items dialog box is displayed.



14. In the Copy Line Items dialog box, select Yes or No, as follows:
    - Click Yes to use the Select CLINs to Modify dialog box to specify which line items should be copied from the existing contract to the new PR Folder. This choice displays the Select CLINs to Copy dialog box.

      OR

    - Click No to copy *all* the line items in the existing contract.



15. If the Select CLINs to Modify dialog box is displayed, select the line items that pertain to the procurement request you are creating, and click OK. To select more than one line item, press and hold the Ctrl key as you click each selection. If you click Cancel, no line items are copied to the new PR folder.
16. A PR folder is created, a Procurement Request form placed in it, and the Procurement Request window is displayed so that you can edit the form.
17. The line items you selected may be viewed and edited in the Line Item window.

Preparing PR Documents and Forms

The PR Folder has a customized menu of documents and forms. If you created a PR Folder from a Library template, some of these documents and forms may be in the folder, and can be edited if necessary. Use the following procedure to create new documents and forms.

For detailed information about creating and editing documents and forms, see Chapter 3 - Workflow (documents) and Chapter 4 - Procurement Package Folder (forms).

To create a PR document or form:

1. Open the PR Folder.
2. Activate the Pop-up Workspace Menu.
3. Select Create Document/Form, then PR. A menu of PR documents and forms is displayed.
4. Select the desired document or form from the menu. (The first two sections of the menu contain documents, followed by forms below the line.)
5. If a dialog box is displayed for a name to be entered, either accept the default title by clicking OK, or enter a title and click OK.
6. An icon representing the selected document is placed in the open folder, with the specified title. To edit the document, double-click the icon.
7. Data entered in the Parameters and Line Item windows is pre-filled in forms where appropriate.

Editing the PR Form

To edit a Procurement Request form:

1. Open the PR folder, and double-click the PR form icon.
2. The Procurement Request window is displayed.
3. At the top of the Procurement Request window, there are three tabs which may be selected by pointing to the name on the tab and clicking. A panel corresponding to each tab name is displayed when the tab is selected. When you open the Procurement Request window, the PR Cover Page panel is displayed.
4. Additions and changes are saved automatically each time you select a new panel.
5. To exit from the Procurement Request window, click the close bar. If the Closing dialog box is displayed, click Save Then Exit to save new data in the current panel.

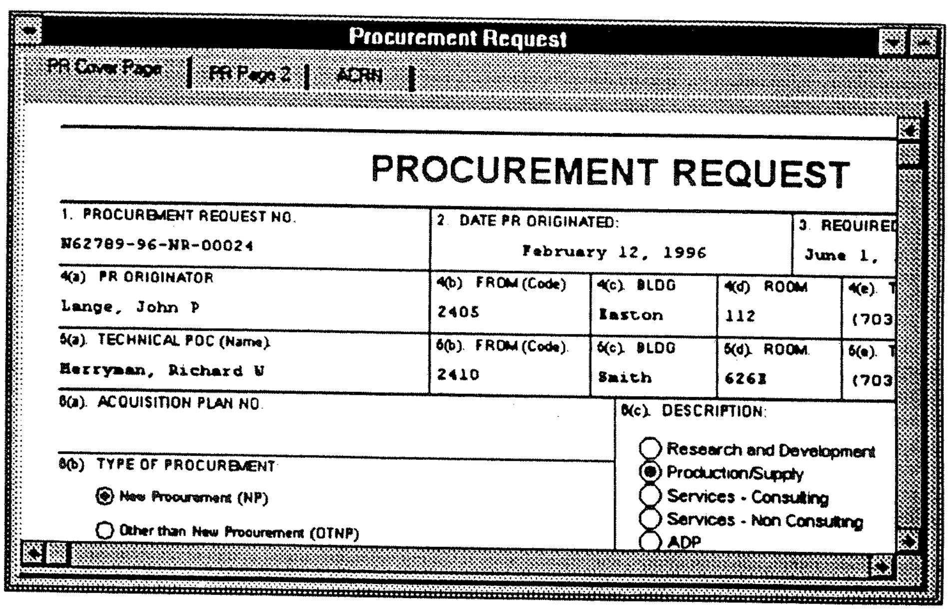
Each panel in the Procurement Request window is illustrated and explained below.

Procurement Request Window: PR Cover Page Panel

The PR Cover Page panel of the Procurement Request window holds the first page of the procurement request form.

To use the PR Cover Page panel:

1. Open the Procurement Request window. The PR Cover Page panel is displayed.



2. Certain blocks are pre-filled by the system. For example, in Block 6(c), the PR Description you selected in the Create a New Procurement window is marked.

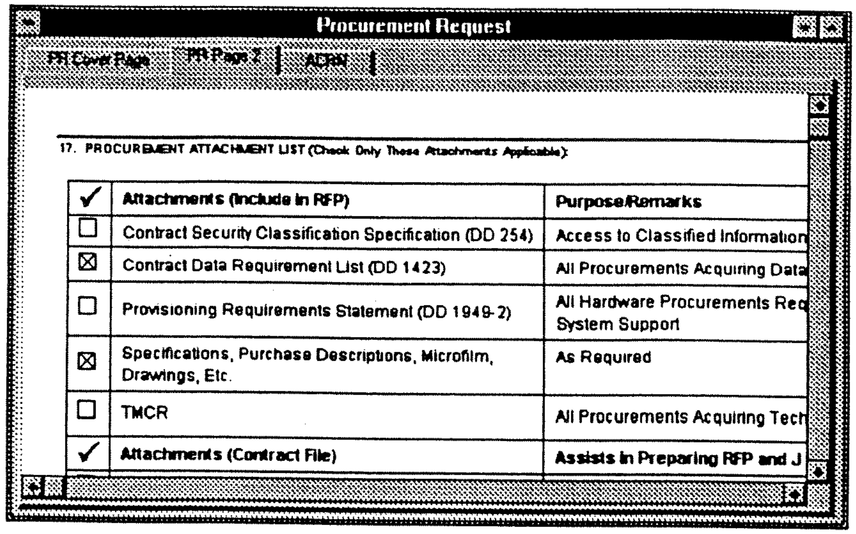
3. Use the Tab key to move to other blocks, and enter the appropriate information. To view context-sensitive help for individual blocks, press Shift + F1 to access the on-line Help file.

Procurement Request Window: PR Page 2 Panel

The PR Page 2 panel of the Procurement Request window holds the second page of the Procurement Request form.

To use the PR Page 2 panel:

1. Click the PR Page 2 tab to display the second page of the PR form.

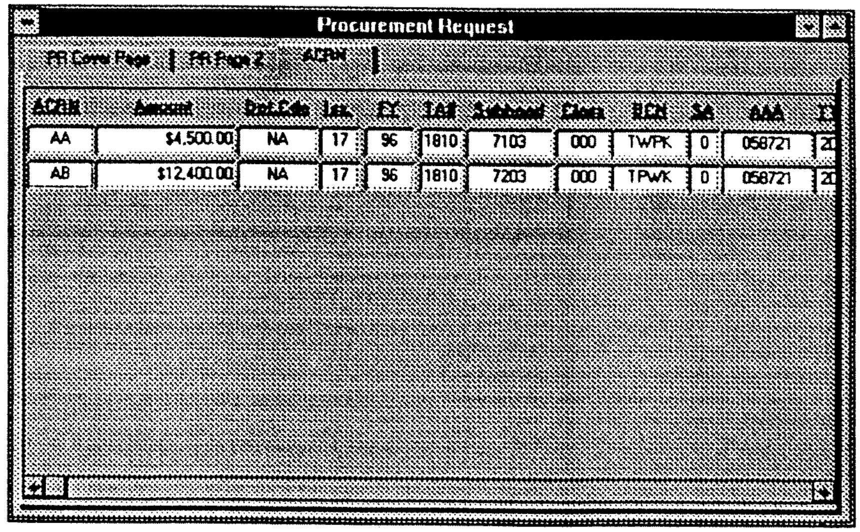


✓	Attachments (Include in RFP)	Purpose/Remarks
☐	Contract Security Classification Specification (DD 254)	Access to Classified Information
☒	Contract Data Requirement List (DD 1423)	All Procurements Acquiring Data
☐	Provisioning Requirements Statement (DD 1949-2)	All Hardware Procurements Req System Support
☒	Specifications, Purchase Descriptions, Microfilm, Drawings, Etc.	As Required
☐	TMCR	All Procurements Acquiring Tech
✓	Attachments (Contract File)	Assists in Preparing RFP and J

2. In Block 17, mark each item that applies with an X. (Tab to the field and press the spacebar to toggle the X, or point to the field with the mouse and click.)

Procurement Request Window: ACRN Panel

The ACRN Panel of the Procurement Request window holds the Accounting Classification Reference Number (ACRN) data for the procurement request. You many enter as many ACRN numbers as necessary, then match each ACRN to the appropriate line item(s) in the Line Item window.



To use the ACRN panel:

1. Open the Procurement Request window and click the ACRN tab to display the ACRN panel.
2. To add a row of data blocks, select Append or Insert from the Form Menu.
3. Enter a Department Code in the third block from the left. (A valid entry in this block is required for the Lookup feature to work in the next step.)
4. Point to the row of data blocks and, when the cursor changes to a magnifying glass, double-click to Lookup an ACRN.
5. Lines of accounting for the specified department code are displayed. Select the appropriate one from the list and click OK to enter the line in the ACRN panel.

Please select an item from the list

Dpt.Cde	Lss.	FY	IA#	Subhead	Class	BCN	SA	AAA	II	PAA
NA	17	96	1810	7203	000	TPWK	0	058721	2D	0000
NA	17	96	1810	1310	000	TPWK	0	058721	2D	0000
NA	17	96	1810	7103	000	TWPK	0	058721	2D	0000
9	7	X	4930	26AB	000	8756	0	068342	2D	229524
1	7	6	1611	702D	000	1234	0	068342	2D	000000
1	8	7	1810	7921	000	8756	0	068342	2D	000000
1	7	5	1804	805F	000	WEST	0	068342	2D	000000
9	7	X	4930	26AB	000	8756	0	229524	AB	S49092

OK

Cancel

6. Enter a two-character identification code in the ACRN column, and the dollar amount in the Amount column.
7. To delete a row of ACRN data, select the row by clicking any block in it, then select Delete from the Form Menu.
8. When you exit the ACRN panel (i.e., display another panel or close the window), a dialog box is displayed asking you to verify the ACRN information. This dialog box is displayed when you add, delete or modify the ACRN information, but not when you only view the data. Click OK to save the updated ACRN information, or Cancel to discard the changes you made in the ACRN panel. (In the ACRN panel, data is not saved automatically as you change rows.)

Editing Line Items in a PR Folder

Each PR Folder must have one or more line items associated with it in the Line Item window. If you use a Library PR template with line items, or select existing contract line items for an Other Than New Procurement, the system places these line items in the Line Item window. For a new procurement created from scratch, you must enter each line item.

When you route a PR Folder for approval and submit it to the contracts office, the line items are carried along with the PR Folder and the recipient may migrate them into a Procurement Package Folder.

The Line Items chapter describes the Line Item Window in detail.

Editing Parameters in a PR Folder

The PR Parameters window contains certain information that applies to the procurement request as a whole (not to individual line items). Only four panels are available in the PR Folder: ACRN, Addresses, GFE, and Attachments. (The other panels are used later by the contracts office.)

- The **ACRN** Panel of the PR Parameters window displays the same data entered in the ACRN panel of the Procurement Request window. (It may be entered or edited in either window.)
- The **Addresses** Panel should contain the name of the Government Contracting Office. This information is pre-filled by the system based on your user record. If it is not correct, you may Lookup another name, or type corrections (changes made in the Parameters window are not updated in the user record). You may also identify other organizations associated with the procurement, such as the Ship To party, the Acceptance Location, and the Contracting Officer's Representative (COR). (Look at the Entity Code drop-down list box for a complete list.)
- The **GFE** Panel is the place to list any equipment that the government plans to make available to the contractor.
- The **Attachments** Panel is the place to identify any documents or forms that should be included with the procurement.

You should enter or edit the parameters as soon as you finish the procurement request form, so that the parameters data can be pre-filled in any additional documents and forms that you create in the PR Folder. The Parameters command on the Pop-up Workspace Menu displays the PR Parameters window.

PR Recommended Sources

Information provided in Chapter 7 - Sources is applicable to the Procurement Request process. Please refer to this chapter if you need direction in listing recommended sources in your PR Folder.

Modifying a PR

Once a PR Folder has been approved and accepted by the contracts office, any corrections or additions must be made with a Point PR.

When you create a Point PR with the Modify PR command, the system copies the information in the data windows and copies the documents and forms present in the original PR folder and pastes them into the Point PR folder. Normally a Point PR Folder should contain only a procurement request form and the necessary revisions, therefore unchanged documents, forms and data should be removed from the folder to avoid unnecessary duplication. However, if the situation requires it, a completely revised PR Folder may be prepared and routed to replace the original.

The following instructions assume you want to submit revisions only; to prepare a complete folder for a Point PR, do not delete anything.

To prepare a Point PR:

1. Display the icon for the original PR Folder in the right Workspace.
2. Point to the icon and click to activate the Pop-up Icon Menu.
3. Select Modify PR.
4. A new PR Folder is created. The title displayed with the folder icon is a PR number, consisting of the original number plus a decimal that identifies the sequence of modifications. (The first Point PR is numbered .01, the second .02, etc.)
5. Open the PR Folder.
6. Edit any documents and forms that need to be revised, create new ones if necessary, and delete any that do not need revision.
7. Enter new line items and make revisions. Delete all line items that do not need to be revised.
8. Revise the parameters if necessary.
9. Route the PR Folder for approval. (After approval, the system automatically transfers ownership of the Point PR to the current owner of the original PR folder.)

Cancelling a PR

A procurement request may be cancelled at any point in the procurement process. Cancellation must be initiated by the originator, and performed by the current owner (who may or may not be the originator).

Before a PR Folder has been Approved, the originator can cancel it with the Cancel PR command. After a PR Folder has been Approved and ownership has been transferred to another user (in the contracts office), the originator must send a special mail message form, the PR Cancellation Memo. The system identifies the current owner and generates appropriate text for the mail message, which the user may edit.

The contents of a cancelled PR Folder are read-only, and the status can not be changed. However, a copy of the PR Folder may be made if the information is needed in the future.

To Cancel a PR (Originator is current Owner):

This procedure may be performed at any time by the originator before the ownership is transferred to another user, such as may happen at the end of the approval process. Routed PR Folders may be canceled this way if they have not been approved.

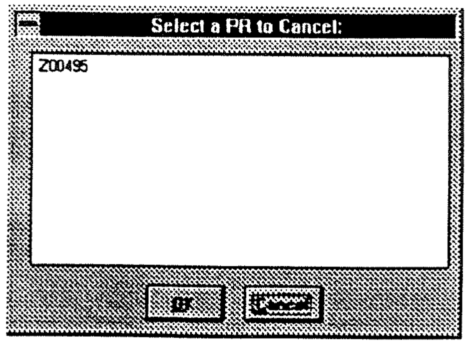
1. Display the PR Folder in the right workspace.
2. Point to the PR Folder icon and activate the Pop-up Icon Menu.
3. Select Cancel PR from the Pop-up Icon Menu.
4. In the confirmation message box, click Yes.
5. A message box confirming the PR was successfully canceled is displayed. Click OK.
6. If the PR Folder is in an approval thread or routed to another user when it is canceled, it is removed from the recipient's workspace.
7. The status of the PR Folder is changed to Cancelled, and a cancellation symbol consisting of wavy red lines is attached to the lower corner of the PR Folder icon to represent the Cancelled status.

To Request that a PR be Cancelled (Originator):

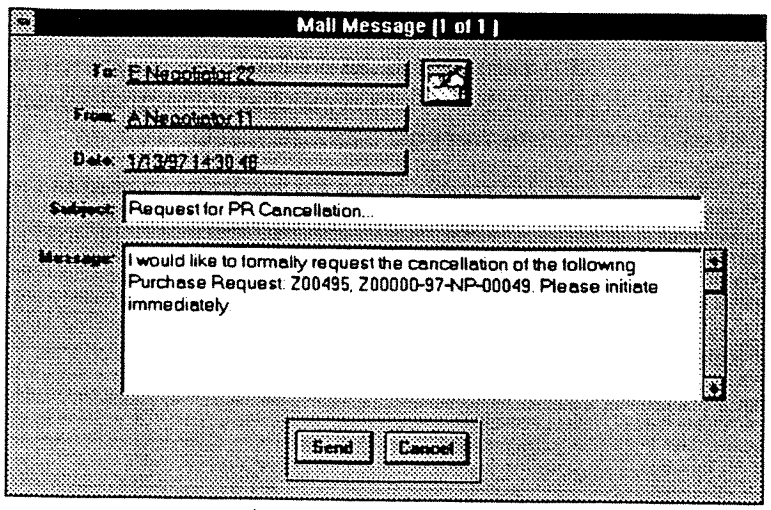
This procedure may be performed when the originator no longer owns the PR Folder (for example, after it has been transferred to the Contracts Office at the end of an approval thread).

1. Do not open the PR Folder. It is read-only and therefore the mail message can not be created inside it.
2. At the file cabinet level (or in an appropriate folder with Read-Write access), activate the Pop-up Workspace Menu and select create Document/Form. Select Miscellaneous, then PR Cancellation Memo.
3. Double-click the PR Cancellation Memo icon.

4. A list of all PR Folders in your workspace is displayed. Select the PR Folder to be canceled and click OK.



5. Review the text in the Mail Message window, and edit it if desired.



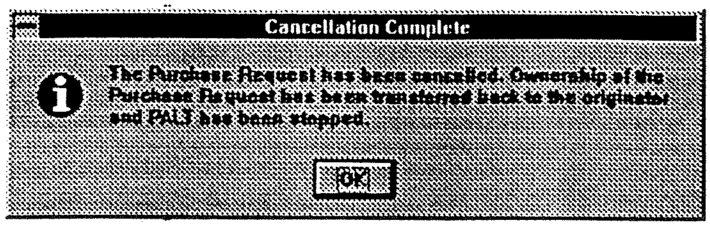
6. Click Send to route the memo to the current owner of the PR Folder. The recipient must receive this mail message in order to cancel the PR Folder, as described below.

To Cancel a PR (Owner other than Originator):

This procedure is performed by the current owner upon receipt of a PR Cancellation Memo from the PR originator. Only the originator of a PR Folder may prepare a PR Cancellation Memo for it; the system checks for a match between the originators of the mail message and the PR Folder. (The file type/subtype of the PR Cancellation Memo is MMSG/CANC. A regular mail message is not sufficient.)

1. When a PR Cancellation Memo mail message is received (see above) in your In Box from the originator, read the message and note the PR Folder title. Click Cancel to close the Mail Message window.
2. Identify the PR Folder and display it in the Navigator. (Expand the Navigator directory tree to show the PR Folder.)
3. Open the In Box. Drag the PR Cancellation Memo mail message icon from your In Box to the PR Folder icon in the Navigator.

4. Display the PR Folder in the right workspace.
5. Point to the PR Folder icon and activate the Pop-up Icon Menu.
6. Select Cancel PR from the Pop-up Icon Menu.
7. In the confirmation message box, click Yes.
8. A message box confirming the PR was successfully canceled is displayed. Click OK.



9. The status of the PR Folder is changed to Canceled. A symbol consisting of wavy red lines is attached to the lower corner of the PR Folder icon to represent the Canceled status.
10. Ownership of the PR Folder is returned to the originator, and a linked copy remains in your workspace.

SPR Folder Contents

The following is a list of documents and forms that can be found in the  SPR Folder:

Documents:

COR Nomination
Statement of Work
Sole Source Justification
Technical Advisory Report

Forms

DD 1423 (CDRL
DD 254
FAD Sheet
Sources Sought Snynopsis

SPR Checklist

The following is a recommended list of system activities to prepare a simplified procurement request (SPR):

- Create a Simplified Procurement Request (SPR) Folder, an SPR form will be automatically placed in the SPR Folder (see below).
- Edit the SPR Form, and enter information in the Simplified Procurement Request Window.
- Enter Line Items in the Line Items Window.
- Enter recommended sources in the Recommended Sources Window.
- Prepare the necessary documents and forms.
- Change the status of the SPR Folder to Complete.
- Route the SPR Folder for approval.

Creating an SPR Folder

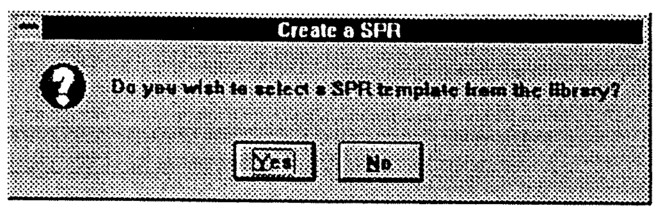
When you create a Simplified Procurement Request (SPR) Folder, the system automatically places a  Simplified Procurement Request (SPR) form icon in it. Double-clicking this icon opens the Small Procurement Request (SPR) Window, which holds the SPR form, ACRN data, shipping instructions, and other information. All information in this window pertains to the specific SPR form and folder, and is automatically pre-filled where appropriate in other forms and documents you create in the SPR Folder. When you route the folder, all this information travels with it. Never route an SPR form without the folder!

The SPR folder is for small procurements, usually less than a specific dollar amount specified by your procurement organization. For larger procurements, you should create a PR folder.

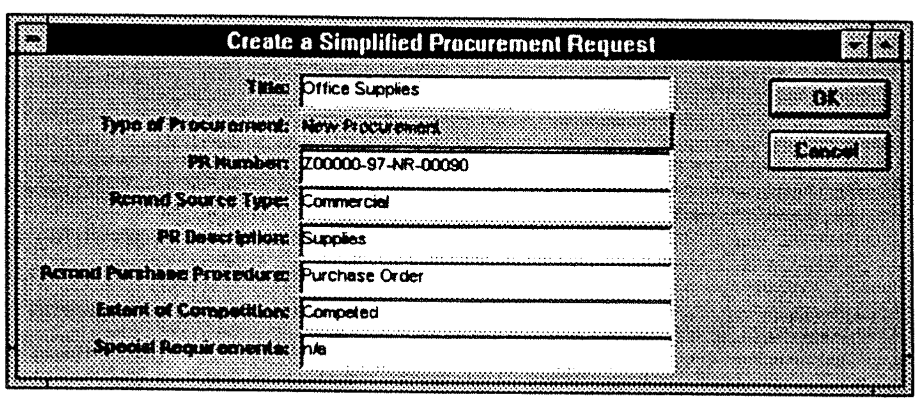
You may create an SPR Folder from scratch or by copying a Library SPR Folder.

To create an SPR Folder from scratch:

1. Click the file cabinet icon at the top of the Navigator to close any open folders. The contents of the file cabinet should be displayed in the right workspace.
2. Activate the Pop-up Workspace Menu.
3. Select Create Folder, then Simplified Procurement Request.
4. In the dialog box, click No to create an SPR Folder from scratch.



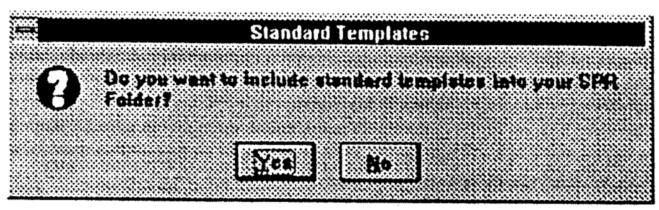
5. The Create a Simplified Procurement Request Window is displayed.



6. Enter the following information:

Field	Description
Title	Enter a title, which will be displayed with the folder and form icons in your workspace
Type of Procurement	This read-only field identifies the SPR as a New Procurement
PR Number	Point to the PR Number field and double-click to open the Procurement Auto-Numbering dialog box and assign a PR number.
Recommended Source Type	Select the most appropriate type of source from the drop-down list box
PR Description	Select the choice that best describes the procurement request
Recommended Purchase Procedure	Select a contracting procedure from the drop-down list box
Extent of Competition	Select a type of competition from the drop-down list box
Special Requirements	Select the most appropriate choice from the drop-down list box

7. Click OK.
8. The Standard Templates dialog box is displayed. To create an SPR Folder with only an SPR form in it, click No. To create an SPR Folder that contains a set of documents and forms based on your selections in the Create a Simplified Procurement Request Window, click Yes.

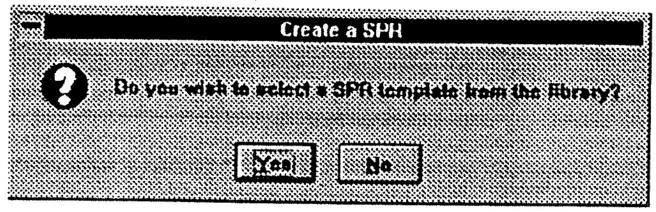


9. If you select Yes in the Standard Templates dialog box, the Name dialog box is displayed for each document. Click OK to accept the suggested title, enter a title and click OK, or click Cancel to continue without creating the document. If an SPR is being created for a non-competitive procurement, the Please Select a Document Template dialog box is displayed with a list of Sole Source Justification documents. Select the appropriate template and click OK.

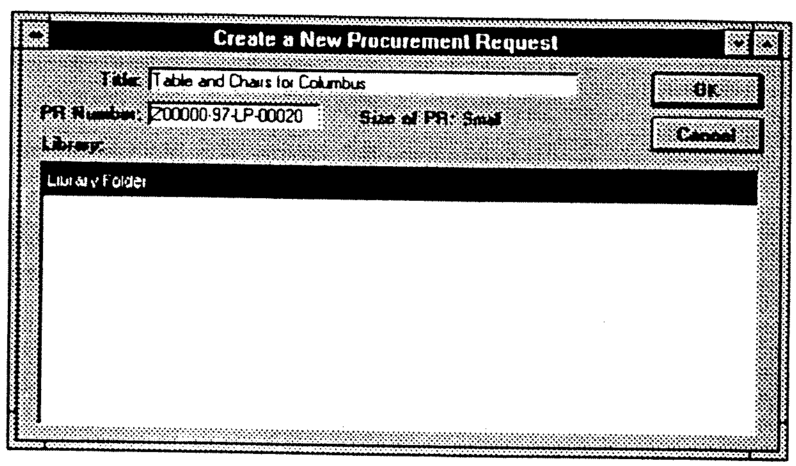
10. An  SPR Folder is created, and a simplified procurement request form is placed in it. The Simplified Procurement Request Window is opened so that you can edit the form.

To create an SPR Folder by copying a Library template:

1. Click the file cabinet icon at the top of the Navigator to close any open folders. The contents of the file cabinet should be displayed in the right workspace.
2. Activate the Pop-up Workspace Menu.
3. Select Create Folder, then Simplified Procurement Request.
4. In the dialog box, click Yes to select a library template for your SPR Folder.



5. The Create a New Procurement Request Window is displayed, with a Library list of available SPR Folders to copy. (If no templates are available, a message box is displayed instead of the window, and an SPR Folder is not created. You must create an SPR from scratch.)

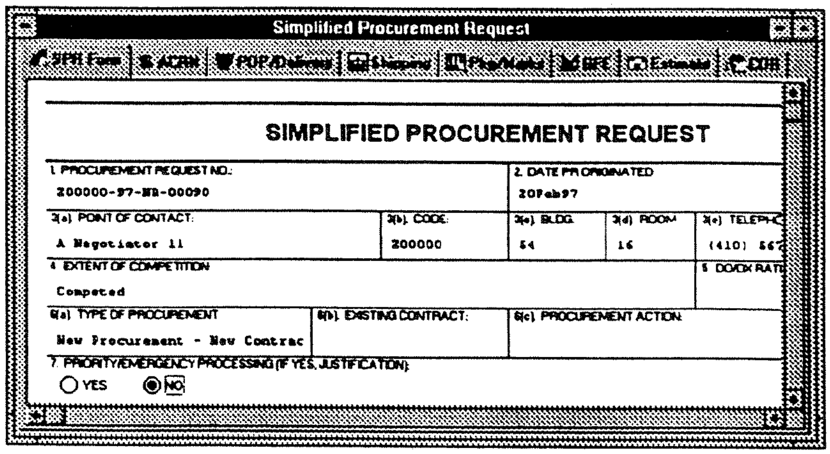


6. Enter a title for the SPR Folder.
7. Point to the PR Number field and double-click to open the Procurement Auto-Numbering dialog box and assign a PR number.
8. Select a Library SPR Folder from the list.
9. Click OK.
10. An  SPR Folder is created, a simplified procurement request form is placed in it. The Simplified Procurement Request Window is opened so that you can edit the form.

Simplified Procurement Request Window: SPR Form

The SPR Form Panel of the Simplified Procurement Request Window holds the simplified procurement request form.

To use the SPR Form Panel:

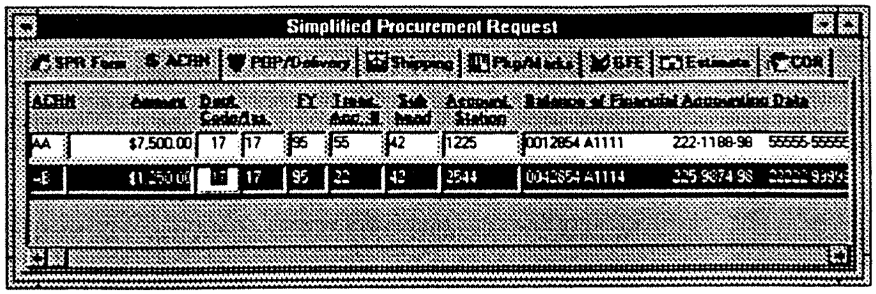


1. Open the Simplified Procurement Request Window. The SPR Form Panel is displayed
2. Use the **Tab** key to move to each block, and enter the appropriate data. Some information is pre-filled (i.e., the current date is pre-filled in Block 2).
3. To view block help for the SPR form, press **Shift + F1** while working on the form.
4. Continue to the other panels in the Simplified Procurement Request Window. (Your work is saved when you change panels).

Simplified Procurement Request Window: ACRN Panel

The ACRN Panel holds the ACRN data for the procurement request. You many enter as many ACRNs as necessary, then match each ACRN to the appropriate line item(s) in the Line Item Window Pricing Panel.

To enter ACRN data:

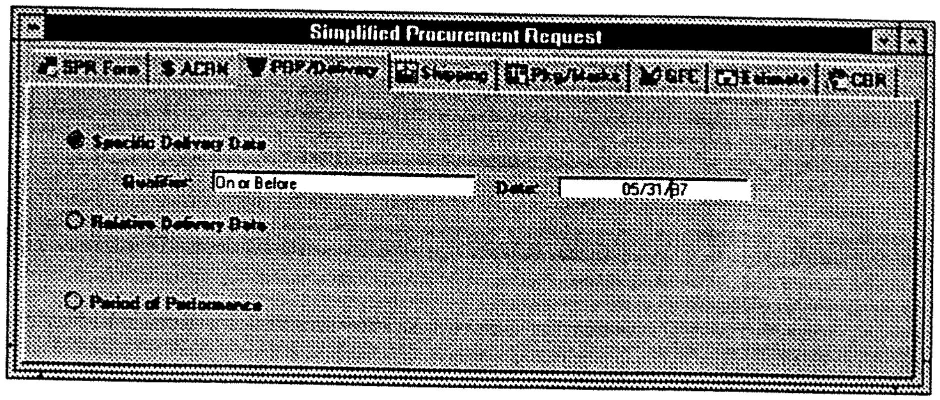


1. Open the Simplified Procurement Request Window.
2. Click the ACRN tab to display the ACRN Panel.
3. To add a row of data blocks, select Append or Insert from the Form Menu.
4. Enter a Department Code in the third block from the left. (A valid entry in this block is required for the Lookup feature to work in the next step.)
5. Point to the row of data blocks and, when the cursor changes to a magnifying glass, double-click to Lookup an ACRN.
6. Lines of accounting for the specified department code are displayed. Select the appropriate one from the list and click OK to enter the line in the ACRN Panel.
7. Enter a two-character identification code in the ACRN column, and the dollar amount in the Amount column.
8. To delete a row of ACRN data, select the row by clicking any block in it, then select Delete from the Form Menu.
9. When you exit the ACRN Panel (i.e., display another panel or close the window), a dialog box is displayed asking you to verify the ACRN information. This dialog box is displayed when you add, delete or modify the ACRN information, but not when you only view the data. Click OK to save the updated ACRN information, or Cancel to discard the changes you made in the ACRN Panel. (In the ACRN Panel, data is not saved automatically as you change rows.)

Simplified Procurement Request Window: Period of Performance/Delivery Panel

You may specify exact or relative delivery dates, or a period of performance for the procurement action in the Period of Performance/Delivery Panel.

To enter delivery or performance dates:

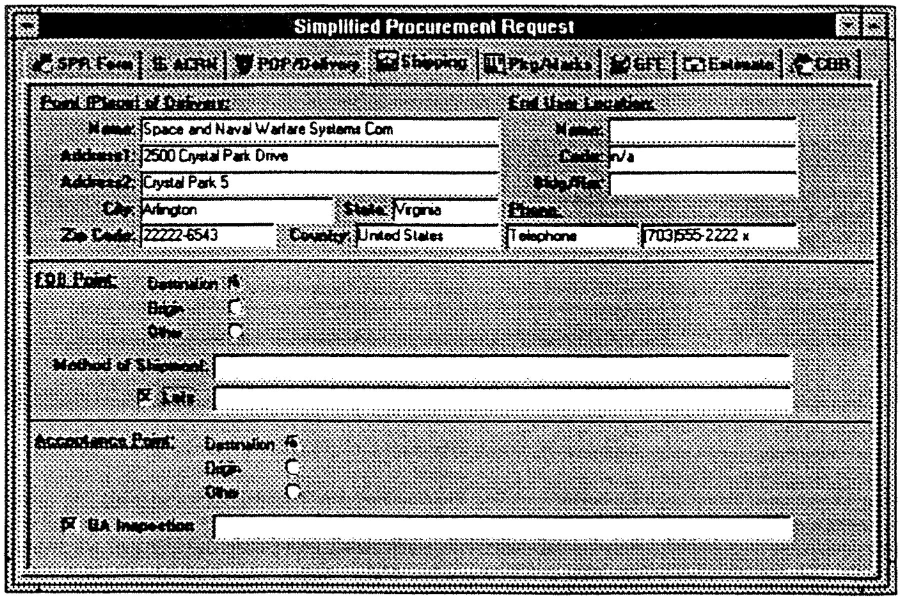


1. Open the Simplified Procurement Request Window.
2. Click the POP/Delivery tab to display the Period of Performance/Delivery Panel.
3. Click the radio button next to the option that applies to the procurement.
4. Data entry blocks are displayed for the selected option.
5. If you selected Relative Delivery Date, use the Append and Insert commands on the Form Menu to add rows for data, and Delete command to remove rows.
6. Enter information as follows:

Click this button...	and in this field...	enter this data...
Specific Delivery Date	Qualifier	Exact date is the default entry
	Date	Enter the date you want the purchase delivered
Relative Delivery Date	Quantity	Enter a measurement that corresponds to the unit selected in the next column, for example, use the two columns to specify *30 calendar days*
	Unit	Select a time period unit from the drop-down list
	Lead Time	Select the type of time period from the drop-down list box
	Date	Enter the effective date or start date of the time period selected in the previous column
Period of Performance	Start Date	Enter the earliest date that applies to the procurement action
	End Date	Enter the latest date that applies

Simplified Procurement Request Window: Shipping Panel

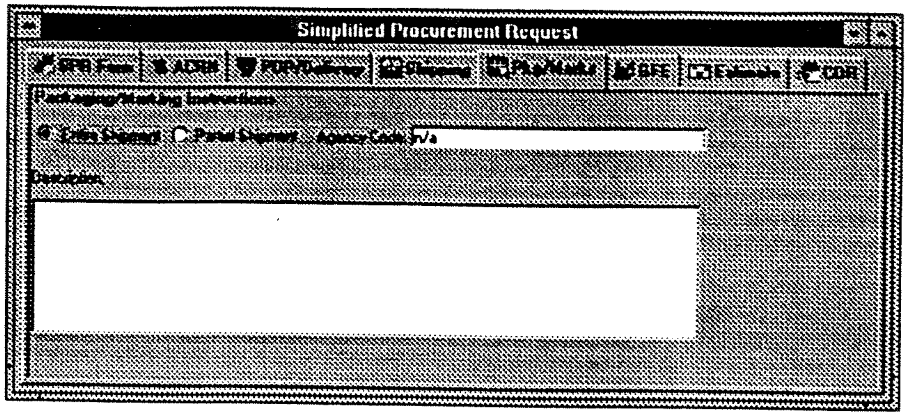
To enter shipping information:



1. Open the Simplified Procurement Request Window.
2. Click the Shipping tab to display the Shipping Panel.
3. Enter the information that applies to your procurement request. When certain radio buttons or checkboxes are marked, additional blocks are displayed for you to enter data.

Simplified Procurement Request Window: Packaging/Marking Panel

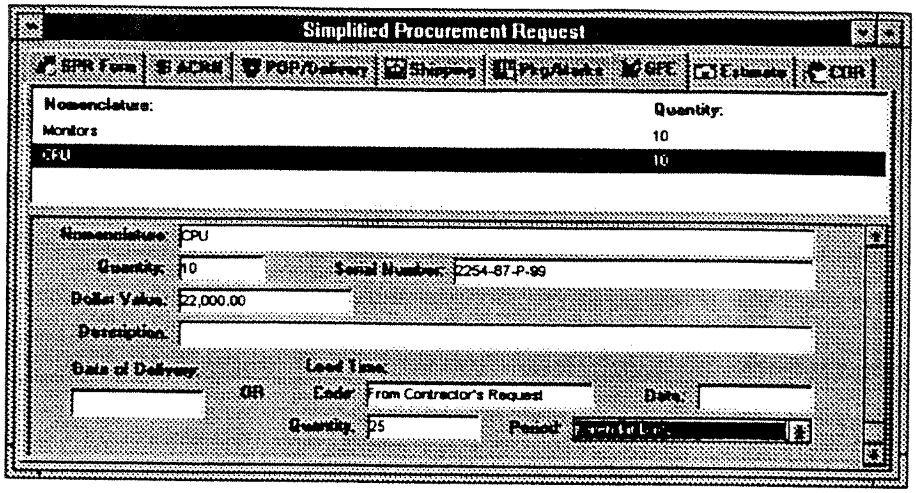
To enter packaging and marking information:



1. Open the Simplified Procurement Request Window.
2. Click the Pkg/Marks tab to display the Packaging/Marking instructions Panel.
3. Click the radio button next to Entire Shipment or Partial Shipment, select the appropriate Agency Code from the drop-down list box, and enter the specific packaging or marking instructions in the Description field.

Simplified Procurement Request Window: GFE Panel

To enter GFE information:



1. Open the Simplified Procurement Request Window and click the GFE tab.
2. To add a GFE entry, select Append or Insert from the Form Menu.
3. A set of blank data entry block is displayed in the lower section of the panel.
4. Enter the information as described below.

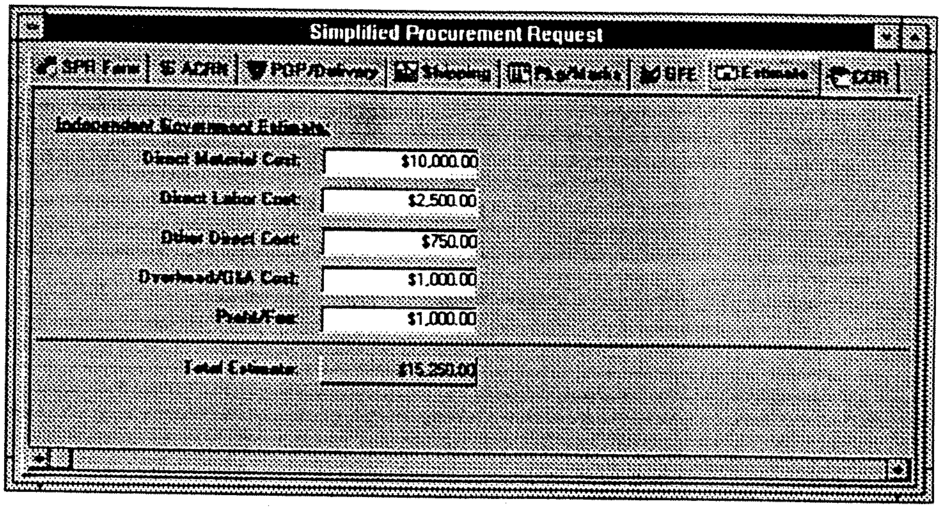
In this field...	Enter the...	
Nomenclature	type of GFE item	
Quantity	number of items of the identified type	
Serial Number	serial number(s) of the item(s)	
Dollar Value	appropriate dollar amount	
Description	description of the items to be furnished by the government	
Date of Delivery	specific date that the item(s) will be delivered to the contractor. Leave this block empty if Lead Time is to be specified in the following blocks.	
Lead Time	relative date of delivery in the four lead time blocks:	
	Code	Select a type of delivery date from the following selections: Date of Award to Delivery, From Contractor's Request, From Previous Delivery, and n/a
	Quantity	Enter a unit of time
	Period	Select a time period from the following selections: Calendar Days, Month, Week, and n/a
	Date	Enter the effective date that corresponds to the type of delivery date if known or this block may be left empty

5. To add another GFE entry, append or insert another row.
6. The list in the top section of the window displays the Nomenclature and Quantity information for each GFE entry. The currently selected entry is highlighted and its data displayed in the lower section of the window.
7. To delete a GFE entry, select it in the list in the top section of the window, then select Delete from the Form menu.

Simplified Procurement Request Window: Independent Government Estimate Panel

The estimated cost of the procurement may be calculated in the Independent Government Estimate Panel, and the dollar amount entered in the SPR Form.

To calculate an estimate:

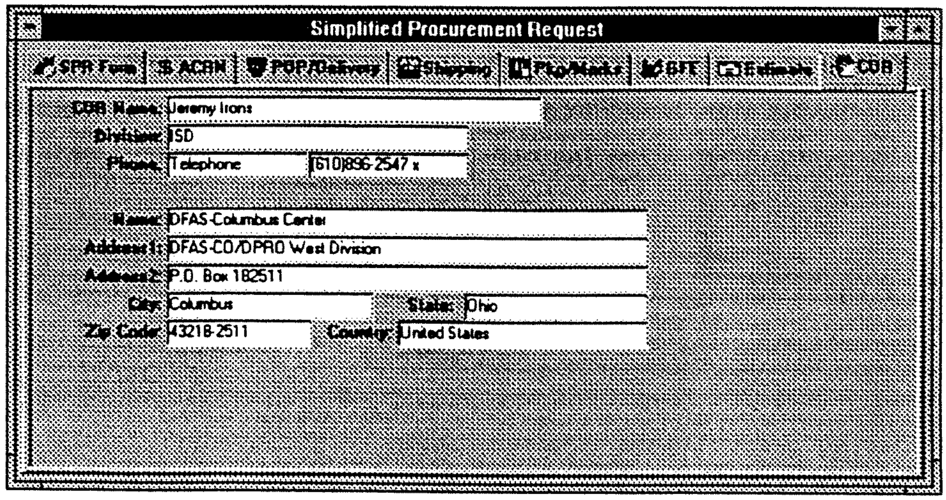


1. Open the Simplified Procurement Request Window.
2. Click the Estimate tab to display the Independent Government Estimate Panel.
3. In each cost or fee block, enter an estimated dollar amount.
4. The sum of the figures you enter is displayed in the Total Estimate block.
5. Click the SPR Form tab, and enter the Independent Government Estimate amount in Block 13.

Simplified Procurement Request Window: COR Panel

This panel is used to designate the Contracting Officer's Representative and to provide COR contact information.

To enter COR information:



1. Open the Simplified Procurement Request Window.
2. Click the COR tab to display the COR Panel.
3. Point the cursor at the Name field and when it changes to a magnifying glass double-click to display the Select a Trading Partner - Government Window or enter the information in each field.
4. Select the appropriate government organization and click OK.
5. Enter the COR Name, Division and Phone number in the appropriate fields.

Editing Line Items in an SPR Folder

Each  SPR Folder must have one or more line items associated with it in the Line Item Window. If you use a Library PR template with line items, the system places these line items in the Line Item Window. For a new procurement created from scratch, you must enter each line item.

When you route a SPR Folder for approval and submit it to the contracts office, the line items are carried along with the SPR Folder and the recipient may migrate them into a  Simplified Acquisition Folder.

Information contained within Chapter 6, ***Line Items,*** is also applicable to the small purchase process.

SPR Recommended Sources

Information provided in Chapter 7 - Sources is applicable to the Simplified Procurement Request process. Please refer to this chapter if you need direction in listing recommended sources in your PR Folder.

Preparing SPR Documents and Forms

The SPR Folder has a customized menu of documents and forms. If you created an SPR Folder from a library template, some of these documents and forms may be in the folder, and can be edited if necessary. Use the following procedure to create new documents and forms.

For context-sensitive help for specific blocks in forms (not documents), use the **Tab** key to move to the field, then press **Shift +F1.**

To create an SPR document or form:

1. Open the  SPR Folder.
2. Activate the Pop-up Workspace Menu.
3. Select Create Document/Form, then SPR.
4. A menu of SPR documents and forms is displayed.
5. Select the desired document or form from the menu. (The first two sections of the menu contain documents, followed by forms below the line.)
6. If a dialog box is displayed for a name to be entered, either accept the default title by clicking OK or enter a title and click OK.
7. If a template selection dialog box is displayed, select the appropriate template, and click OK.
8. An  icon representing the selected document is placed in the open folder, with the specified title. To edit the document, double-click the icon.
9. Data entered in the SPR and Line Item Windows is pre-filled in forms where appropriate.

Technical Screening

When an SPR Folder is routed for approval (or has the Complete status), the Technical Screening Window may be used to review the line items and indicate which items should be ordered from stock or and which ones should be purchased on the open market.

To screen line items:

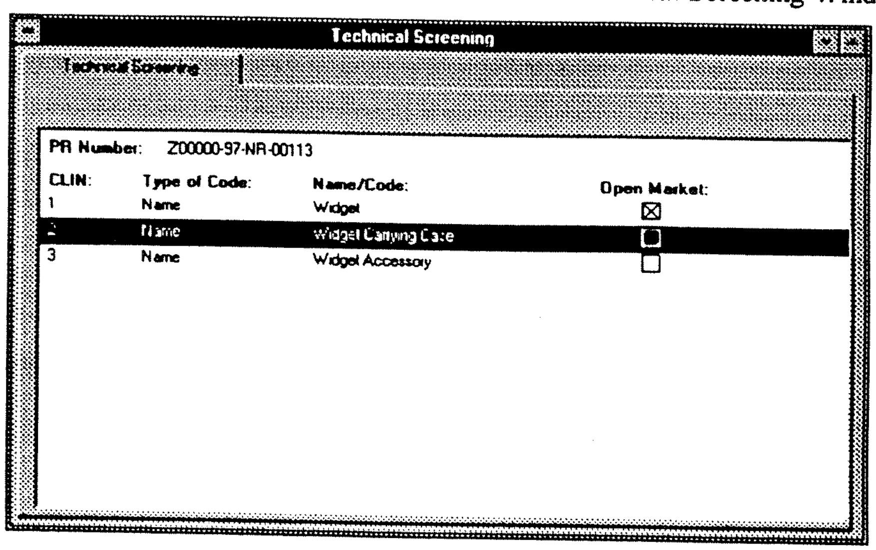
1. Do one of the following:

   - Point to an  SPR Folder icon with the right mouse button to activate the Pop-up Icon Menu

   OR

   - Open an SPR Folder and activate the Pop-up Workspace Menu.

2. Select Technical Screening from the pop-up menu.
3. The line items in the SPR Folder are listed in the Technical Screening Window.



4. If a line item is not available from stock systems, mark the box in the Open Market column.
5. When all line items have been reviewed, select Save from the File Menu. (The Save command creates a text file, but does not update the database.)
6. The Create File for Stock Items dialog box is displayed. Click Yes to create a data file for the items that are available from stock systems. (Click No if you do not want to create the file.)
7. The Save As dialog box is displayed. Enter a file name (and directory path) for the text file, and click OK.
8. A message box is displayed to confirm the file creation.

9. To exit from the Technical Screening Window, click the close bar. If the Closing dialog box is displayed, click Save then Exit to save your work.