

## USING FPDSCONNECT

### General Information about the Programs.

Click on the icon that represents the function you wish to perform.

- VA ICAR is used to report an Individual Contract Action Report (ICAR), correct a previously submitted ICAR that contains inaccurate data in Items 8 through 48, correct a record on the Error File, or delete an excess report on the error file.
- DELETE ICAR is used to delete a record that has appeared on the accepted report by inputting a few fields. It is not used to delete an excess record on the error file.
- G RECORD icon is an abbreviated report format that is used to submit an original ICAR for an order against a VA or GSA Federal Supply Schedule contract.
- SOCAR is used to report the Summary of Contract Action Report (SOCAR).

## USING SPECIFIC PROGRAMS

### Logon to FPDSConnect

At the logon screen for Winframes or Remote Application, use your Austin User ID (i.e., s524clj) in the Username and your FPDSConnect password. Note that this is not the same password issued by the Austin Automation Center.

### VA ICAR.

NOTE: The % sign is a wild card that represents a variable either before or after a root word. Using it before the root word indicates that there may be characters appearing at the beginning of the root word. Using it after the root word indicates that there may be characters appearing after the root word.

1. Click on the ICAR icon.
2. The login screen will appear,
3. Type in your Austin User ID for both your USERNAME and PASSWORD.
4. The Database is mfpd
5. After you logon, the first screen will appear.
6. To input an ICAR as an original record or correcting record, begin entering data. Note that the first element is Item 9, Kind of Contract Action, and is highlighted.
7. If you know the code you wish to enter, type the code and then use the <tab> key or the mouse to move to the next Item. Using the <tab> key works best.
8. If you do not know the code, use the mouse to click once on the down arrow, then click on the correct code to select it. Use the <tab> key or the mouse to move to the next Item.
9. To use the list boxes for the Product/Service code or SIC code, click on the down arrow, then click on <FIND>, and in the box type in % followed by the root word and then %. Click on <FIND> again and the box will display all options that contain that root word. Select the appropriate one by clicking on it. For example, to find the Product/Service code for office furniture, click on <FIND>, type %furniture% then click on <FIND> again.
10. To use the list boxes for place of performance in the United States, click on the down arrow and select the state by clicking on it. In the city code field, click on the down arrow, then click on <FIND>, in the white box type in % followed by the root word and then % or simply scroll down to the correct city. Select the appropriate city by clicking on it. For example, to find Moores Hill, Indiana, after selecting the state of Indiana and proceeding to the city field, click on the down arrow, <FIND>, then type %Moores% in the white box. All cities in the state of Indiana that have the root word "Moores" in the name will appear. Select the appropriate one by clicking on it.

11. When trying to find a foreign country, remember that the official names are used and not the common names. For example, England will be found under United Kingdom.
12. TAB past fields that are not required. However, in a few fields (generally Items 22 through 35) you must enter an \* when the field is to be blank.
13. Messages and Hints are displayed on the bottom of the screen in the grey area in very small print. The item being referenced will appear first, i.e., Item 9 -- Enter Kind of Contract Action (see the list)
14. To move to the next screen either use the <tab> key or use the mouse to click on the button at the bottom of the screen that has the Item number you wish to locate.
15. To go back to an Item number on the same screen, use the mouse to click on the Item number or <shift> <tab>.
16. Be sure to check the bottom of the screen for messages and navigation information.
17. Click the SAVE button when you have finished EACH RECORD.
18. A message will appear at the bottom of the screen to inform you that one transaction was saved.
19. Repeat Steps 6 through 17 for additional records.
20. After the last record is input and you have completed Step 17 for the last time, click on <Action> <Exit> to exit the Production ICAR function.
21. You will be asked if you wish to close the form. Click on YES.
22. EXIT FPDSConnect by clicking on FILE LOGOFF
23. Click on OK to completely exit the FPDSConnect system.

#### **When to submit a correcting record**

A correcting record (Type of Entry C in Item 7) is used to correct an ICAR that previously accepted with incorrect data in Items 9 through 48. The easiest way to do a correcting record is to:

1. Make a copy of your original VA 1399S.
2. Change Item 7 to a C for Correcting Record.
3. Go to the Items that had the incorrect data and overwrite it with the correct data, i.e, if the dollar amount input was 33000 and it should have been 33, write in 33.
4. Follow steps 1 through 17 under VA ICAR.

#### **To correct a record on the Error file.**

1. Click on the ICAR icon. After you logon, the first screen will appear.
2. Click once on the <Search> button in the upper left corner of the screen. This alerts the program of your intentions. The screen will not change.
3. Go to Item 1 and click on the list box. Select 3600.
4. Go to either Item 2, Contract Number, or Item 4, Order Number, type in the contract number or order number exactly as it appears in the record on the error file followed by %. Example - V123P1234%.
5. Go to Item 5 and type in your contracting office code.
6. Click once on <Search>
7. The record on the error file will appear on the screen.
8. Use the mouse to click on the Item number or buttons on the bottom of the screen or the <tab> key to go to the fields that require correcting and enter the correct data. Do NOT change the code in Item 7. While in this function, you can change any field that needs changes.
9. When finished, in the upper left hand corner use the mouse to click on <Action> <Save> <Action> <Clear All> or if you are at the beginning or end of the form, click on <Save>.
10. A message will appear at the bottom of the screen to inform you that one transaction was saved.
11. Repeat steps 2 through 9 for additional records.

12. After the last record is corrected and you have completed Step 9 for the last time click on <Action> <Exit> to exit the ICAR function.

### **How to delete an excess report on the error file**

Maintaining your error file is important. You can control the size of your error file by correcting your errors quickly and by deleting reports on it that are no longer needed. If you have a report on the error file that you no longer need, i.e., it has already accepted and you wish to delete the excess record from the error file, it can be deleted using the following steps:

1. Click on the ICAR icon. After you logon, the first screen will appear.
2. Click once on the <Search> button in the upper left corner of the screen.
3. Go to Item 1 and click on the list box. Select 3600.
4. Go to either Item 2, Contract Number, or Item 4, Order Number, type in the contract number or order number exactly as it appears in the record on the error file followed by %. Example - V123P1234%.
5. Go to Item 5 and type in your contracting office code.
6. Click once on <Search>
7. The record on the error file will appear on the screen.
8. Click on the <Delete> button towards the upper right portion of the turquoise screen.
9. When the box appears, click on <OK>.

### **To Delete an ICAR that has already accepted**

If you input an ICAR and after it accepted on the 117 report, and then realize that you made an error in Items 1 through 6 or Item 8, you must delete it and then reinput it as a new original record.

To delete an ICAR:

1. Click on the Delete ICAR icon.
2. Complete the fields that appear on the screen. You must use the same data that appeared in your accepted report. Do not change the action date or any other fields.
3. Click on <Save>.

### **SOCAR.**

1. Click on the SOCAR icon.
2. After logon, the first screen will appear.
3. Input the four digit fiscal year and one digit quarter.
4. Input the five digit contracting office code. Tab down to line 1 or 3, as appropriate.
5. Input the data in each field, using <tab> to move from one field to the next. To back up, use <shift> <tab>.
6. As you input the dollars, the total for each line appears in the far right hand side. After the final dollar amount for a line is entered, the program divides the total dollars for that line by the total actions input to ensure that the average dollar value of each order is \$25K or less. If the average dollar value exceeds \$25K, the program will not let you continue unless the number of orders is increased or the dollar amount is decreased.
7. When completing Line 11, the program tallies each column in Lines 9 through 11 and compares the total to the corresponding column in Line 8. If the totals do not match, an error message will appear at the bottom of the screen.
8. If the totals do not match, then you must recalculate the data on your form and re-enter it.
9. To print a copy of the record, use the print function prior to saving the record.
10. When finished use the mouse to click on <Save>.
11. A message will appear at the bottom of the screen indicating that a transaction was saved.
12. If entering a second SOCAR, click on <CLEAR> prior to entering the second report.

13. After entering the last record and repeating Step 10 for the last time, click on <Action> <Clear All> <Action> <Exit> to exit the SOCAR function.

**To review the Federal Schedule listing.**

1. Go to <http://fpds.gsa.gov/fpds/fedquery>
2. Click in the white box.
3. Type in the contract number or contractor name.
4. Click on <query>.
5. If the contract is not found and you have a copy of the contract that states it is an FSS contract, contact your FPDS Agency Coordinator and provide the contract number and contractor name.

**Functional task code required**

Austin Functional Task 190AA07 contains the authorization for using the FPDSConnect. To obtain an Austin User ID with that functional task code, process form 9957 through your facility's ACRS point of contact. After receiving your Austin User ID, e-mail it to your FPDS Agency Coordinator.

**Abbreviations used on the Accepted Report and the Error Report**

RPTAG	Reporting Agency Code
CONTRACT	CONTRACT NUMBER
MOD	MODIFICATION NUMBER
ORDER	CONTRACTING OFFICE ORDER NUMBER
CO	CONTRACTING OFFICE CODE
ADATE	ACTION DATE
TYPENT	TYPE OF DATA ENTRY
RPTPRD	REPORT PERIOD
KCA	KIND OF CONTRACT ACTION
DOLLARS	DOLLARS OBLIGATED OR DEOBLIGATED THIS ACTION
TYOBL	TYPE OBLIGATION
PSC	PRINCIPAL PRODUCT OR SERVICE CODE
NAICS	NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM
CIA	COMMERCIAL ITEM ACQUISITION PROCEDURES
CNTRNAME	CONTRACTOR NAME
CIN	CONTRACTOR IDENTIFICATION NUMBER (DUNS)
PERFPLACE	PLACE OF PERFORMANCE
FRNGOV	CONTRACT FOR FOREIGN GOVT OR INTERNATIONAL ORGANIZATION
TAREG	TARIFF OR REGULATED (PRE CICA) (THIS FIELD IS NO LONGER REQUIRED)
MYC	MULTI-YEAR CONTRACT (THIS FIELD IS NO LONGER REQUIRED)
PBSC	PERFORMANCE BASED SERVICE CONTRACTING
BNDL	BUNDLING OF CONTRACT REQUIREMENTS
CNMFG	COUNTRY OF MANUFACTURE
SPA	SYNOPSIS OF PROCUREMENT PRIOR TO AWARD
TCON	TYPE OF CONTRACT OR MODIFICATION
CICA	CICA APPLICABILITY
SPROC	SOLICITATION PROCEDURES
CAUTH	AUTHORITY FOR OTHER THAN FULL AND OPEN COMPETITION
NUMOFF	NUMBER OF OFFERS RECEIVED
EXCOMP	EXTENT COMPETED
TCONTRACTOR	TYPE OF CONTRACTOR
WOB	WOMAN-OWNED BUSINESS
SPLAN	SUBCONTRACTING PLAN
LABSTAT	SUBJECT TO LABOR STATUTES
ECD	ESTIMATED COMPLETION DATE
CNTRTIN	CONTRACTOR'S TIN
32	HUBZONE SMALL BUSINESS CONCERN
33A	HUBZONE PROGRAM
33B	SMALL DISADVANTAGED BUSINESS PROGRAMS
33C	OTHER PREFERENCE PROGRAMS
HUB DIFF	HUBZONE PRICE EVALUATION PREFERENCE PERCENT DIFFERENCE
SDB DIFF	SDB PRICE EVALUATION ADJUSTMENT PERCENT DIFFERENCE
VET	VETERAN OWNED BUSINESS
FAIR	MULTIPLE AWARD CONTRACT FAIR OPPORTUNITY
DEMO	SMALL BUSINESS COMPETITIVENESS PROGRAM
EMSMALL	EMERGING SMALL BUSINESS
EMSMALLAWD	EMERGING SMALL BUSINESS RESERVE AWARD
SIZESMALL	SIZE OF SMALL BUSINESS
METRIC	USE OF METRICS IN THE PROCUREMENT

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FUND AG	FUNDING AGENCY CODE
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