



**INTEGRATED FUNDS DISTRIBUTION,
CONTROL POINT MONITORING,
ACCOUNTING AND PROCUREMENT
(IFCAP)**

**PURCHASING AGENT
USER'S GUIDE**

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PREFACE

This document is for VA procurement personnel assigned the user category of Purchasing Agent in the Integrated Funds Distribution, Control Point Monitoring, Accounting and Procurement (IFCAP) system.

In IFCAP, VA employees request goods and services by creating electronic requests. Those requests are funded by an operating budget called a Control Point, and IFCAP sends transactions of those requests to Purchasing Agents, who are responsible for creating purchase orders to fulfill those requests. This document explains how to use IFCAP to create and amend purchase orders. Purchase orders, once accepted by a vendor, become contracts between that vendor and the United States Government.

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CHAPTER 1 INTRODUCTION

1.1 The Role of the Purchasing Agent

Purchasing Agents are VA employees who have been appointed to procure goods for the VA from vendors. Purchasing Agents act as materials brokers and liaisons between VA employees that request goods and the vendors responsible for supplying the goods. Purchasing Agents are charged with the responsibility for procurement of supplies, equipment and services and for replenishment of warehouse stock. Purchasing Agents determine whether to obtain goods from vendors under General Services Administration or National Acquisition Center contracts, by purchase from Federal Prison Industries, the Government Printing Office, minority suppliers, suppliers in labor service areas or by purchase from the open market.

1.2 How to Use This Manual

This manual explains how to perform the role of the Purchasing Agent by dividing that role into small, manageable tasks. The authors of this manual have listed these tasks in successive order so that each instruction builds on the functionality and information from the previous instructions. This will allow new Purchasing Agents to use this manual as a tutorial by following the instructions from beginning to end. Experienced Purchasing Agents can use this manual as a reference tool by using the index and table of contents.

1.3 Reference Numbering System

This manual uses a special paragraph numbering system to allow users to understand how the sections of the manual relate to each other. For example, this paragraph is section 1.3. This means that this paragraph is the main paragraph for the third section of Chapter 1. If there were two subsections to this section, they would be numbered sections 1.3.1 and 1.3.2. A paragraph numbered 1.3.5.4.7 would be the seventh subsection of the fourth subsection of the fifth subsection of the third subsection of Chapter 1. All clear? Actually, all this means is that users that want to divide their reading into manageable lessons can concentrate on one section and all of its subsections, e.g., section 1.3.5.4 and all of its subsections would make a coherent lesson.

1.4 Package Management, Legal Requirements and Security Measures

In order to use IFCAP to create purchase orders, Purchasing Agents are given access to a set of IFCAP menu options designed for their use. Some of these menu options, e.g., the option to reprint purchase orders, are additionally controlled by the use of access "keys". These access keys are administered to individual Purchasing Agents by the Information Resources Management Service at their facility. Also, each Purchasing Agent is assigned a "signature code" that functions legally as their signature. Purchasing Agents must enter this signature to create any form in IFCAP that would require an authorizing signature if they created the form manually.

1.5 Package Operation

This document explains how to use IFCAP to create and amend purchase orders. Novice Purchasing Agents will be unfamiliar with the information that some of the IFCAP prompts require. IFCAP provides three levels of explanations for the prompts. Enter a question mark at the prompt to read a description of the prompt, two question marks to read a more complex

explanation of the prompt, and three question marks to read a complete description of the prompt and read a list of acceptable responses to the prompt.

1.5.1 Document Creation

IFCAP will create and transmit FMS documents instead of CALM code sheets.

1.5.2 Vendor Request/Vendor Update Functionality

To keep the IFCAP and FMS vendor files in sync, the Procurement Module automatically requests additions or edits to the FMS Vendor file. In turn, FMS automatically updates the IFCAP vendor file with new information FMS receives.

1.5.3 New Purchase Order/Requisition Processing

IFCAP prompts the user for required fields, which are passed to FMS upon obligation, as well as “rolling up” IFCAP commodity line data with the same accounting significance to the same FMS document “accounting” lines.

1.5.4 FMS Document Creation

IFCAP creates and transmits FMS documents.

| FMS Document | Purpose |
|--------------------------|--|
| Miscellaneous Order (MO) | Obligation of order for goods |
| Service Order (SO) | Obligation of order for services |
| Vendor Request (VRQ) | Vendor Request |
| Internal Voucher (IV) | Internal sale of goods (from Supply Warehouse to a service) |
| Receiving Report (RT) | Fiscal “sign-off” of Receiving Report indicating receipt of goods into Warehouse |
| None | Receipt of goods into primary |

While these FMS documents are *initiated* by processes in the Procurement Module, they are not actually created by the Procurement Module. That is because they are sent to FMS upon obligation, or Fiscal approval. All relevant data for the FMS documents are collected and stored during the Procurement Module processing, but it is the Accounting Module (Fiscal/Accounting Technician) that actually triggers the creation and transmission of these documents. The only exceptions are the Vendor Request (VRQ) document and the obligation documents for Supply Fund orders, which *are* created and transmitted immediately upon adding or editing a vendor in IFCAP, but only through use of IFCAP options (i.e., *not* by using **VA FileMan**).

1.5.5 Sub-cost Center Change

IFCAP uses the last two digits of the cost center as the **sub-cost center**. Most cost centers currently end in “00”, but, if they end in some other numerical combination, the value of the last two digits will be the sub-cost center that is sent to FMS. IFCAP will continue to have only one field (cost center), but will send FMS two values. For example, if the cost center in IFCAP were

870011, IFCAP would send FMS the value of 870000 as the cost center, and 11 as the sub-cost center. VA Central Office will define and provide any sub-cost centers to IFCAP stations.

CHAPTER 2 HOW TO ISSUE A PURCHASE ORDER

2.1 Introduction

As services create requests for supplies and services, IFCAP will display transactions of those requests for the lead Purchasing Agent or Chief of Purchasing and Contracting, who will assign the transactions to Purchasing Agents for processing. Purchasing Agents turn these request transactions into purchase orders.

2.2 Assign a Purchasing Agent

2.2.1 Menu Path

From the Purchasing Agent Menu, select Assign a Request to Purchasing Agent. Select a station number and a 2237 transaction number. If you do not know the entire transaction number, the last four digits of the transaction will do.

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
Assign a Request to Purchasing Agent

Select Purchasing Agent Option: Assign a Request to Purchasing Agent

Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC

2237 TRANSACTION NUMBER: 0035 688-94-2-101-0035  OBL JOHNSON
```

2.2.2 Prompts

IFCAP will display the name of the item on the transaction. If the transaction has already been assigned to a Purchasing Agent, it will list the Purchasing Agent's name. Hit the Return key to keep the name or enter a new name at the prompt.

```
TEST ITEM #10
    Assigned to Purchasing Agent
PURCHASING AGENT: WHITE,BASIL// ?
    Must be a Purchasing Agent of Manager
ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME
DO YOU WANT THE ENTIRE NEW PERSON LIST? n (NO)
PURCHASING AGENT: WHITE,BASIL// GribSCHAW,STEPHEN
```

2.3 Assign a Purchase Order Number

2.3.1 Menu Path

From the Purchase Orders Menu, select New Purchase Order. At the Purchase Order: prompt, enter the common numbering series, which is a two- or three-character code for the category of the purchase. Generally, the second digit will be the last number of the fiscal year. These categories are based on the appropriation, the method of payment, and the source of procurement (vendor, GSA, etc.) IFCAP will assign a purchase order number to the transaction and ask you to verify it.

```
Select Purchasing Agent Option: Purchase Orders Menu
```

How to Issue a Purchase Order

```
New Purchase Order
  Edit an Incomplete Purchase Order
  Amendment to Purchase Order
  Cancel an Unobligated Purchase Order
  Remove 2237 from P.O.
  Purchase Order Display
  Item Display
  Vendor Display
  Reserve a Purchase Order Number
  FPDS Data Edit
  EDI Retransmit
  Edit Direct Delivery Order for Purchase Card
  New Direct Delivery Order for Purchase Card

Select Purchase Orders Menu Option: New Purchase Order

Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON, DC

ENTER A NEW PURCHASE ORDER NUMBER OR A COMMON NUMBERING SERIES
PURCHASE ORDER: ?
  Answer with PAT NUMBER COMMON NUMBERING SERIES
  Do you want the entire PAT NUMBER List? y (Yes)
Choose from:
  A0      688-A0      PURCHASING & CONTRACTING
  A9      688-A9      PURCHASING & CONTRACTING
  C9      688-C9      PURCHASING & CONTRACTING
  G9      688-G9      PURCHASING & CONTRACTING
  P0      688-P0      PC AUTHORIZED BUYER

ENTER A NEW PURCHASE ORDER NUMBER OR A COMMON NUMBERING SERIES
PURCHASE ORDER:
PURCHASE ORDER: A0 688-A0      PURCHASING & CONTRACTING
  Are you adding '688-A00003' as a new Purchase Order number ? Y (YES)
```

2.3.2 Prompts

1. Enter the date of the purchase order at the P.O. Date: prompt.
2. IFCAP will ask you for the method of processing, or how the vendor will be paid for the purchase. **INVOICE/RECEIVING REPORT** means that the order will be received by the warehouse, the warehouse will create a receiving report for the order, and the order will be paid via FMS. **CERTIFIED INVOICE** means that the order is for a service; the Control Point Official will certify that the service has been rendered, and the station that generated the purchase order will pay the vendor. **PAYMENT IN ADVANCE** is an order that Fiscal Service forwards to a vendor with a check included. **GUARANTEED DELIVERY** orders are for goods and services that go directly to a veteran. **IMPREST FUNDS/CASHIER** orders are paid with cash, a GELCO draft (third party check), or a credit card. Only vendors that are listed as guaranteed delivery vendors in the vendor file can receive guaranteed delivery orders.
3. IFCAP will ask you if the order is an estimated order. Estimate orders are orders that have an unknown cost at the time the Control Point Official transmitted the order. Orders for services, i.e., equipment repair, are often estimated orders, since the vendor doesn't determine the actual cost until the vendor completes the repair.
4. IFCAP will ask for the invoice address. The invoice address indicates where the vendor is to mail the invoice. Invoice/Receiving Report orders for subsistence (perishable food items) list

the local VA facility as the recipient of the invoice. All other Invoice/Receiving Report orders will send the invoice to FMS. Certified Invoices are sent to Fiscal Service at the local VA facility. Guaranteed Delivery invoices are forwarded to FMS. Payment in Advance and Imprest Funds/Cashier orders do not require invoices, so you would accept the address shown on the order.

5. Enter a vendor name or number at the Vendor: prompt. You may add a new vendor if you wish. If you add a new vendor, IFCAP will create a vendor request (VRQ) document and transmit it to FMS, ensuring that IFCAP and FMS vendor records correspond.
6. Enter the source code for the purchase order. The source code identifies what type of source the vendor represents, e.g., a Government source, a private source, a contract source, etc. Source codes are listed in MP-4 Part V, Appendix B-1.
7. If you choose "Open Market" at the Source Code: prompt, IFCAP will display the Local Procurement Reason Code: prompt. Enter an explanation at this prompt as to why you're making the purchase from the open market, as opposed to purchasing it from a mandatory source.
8. IFCAP will ask for the "Request Worksheet 2237 Transaction Number", or the number of the transaction that you're turning into a purchase order. Enter the last four numbers of the transaction number. Enter the 2237 transaction number that lists the items you are going to purchase. If you do not know the 2237 transaction number, enter the Control Point, fiscal year and fiscal quarter (for example, 688-95-4) and IFCAP will list the available transaction numbers. If you do not know any part of the transaction number, enter three question marks and IFCAP will list the available transaction numbers.
9. Enter another 2237 transaction number if you like.
10. Enter the Fund Control Point for the purchase if IFCAP prompts you for it. Enter the cost center at the Cost Center: prompt if this purchase is assigned to a section or service that has a cost center defined in IFCAP for their expenses. Cost centers allow Fiscal staff to create total expense records for a section or service.
11. Enter the name of the service that will use the items you are purchasing at the Requesting Service: prompt.
12. Enter N at the Expendable/Nonexpendable: if the item is defined as nonexpendable property as per VA Catalog 3. Otherwise, enter E. Nonexpendable property is usually items that are not consumable and not a part of another item.
13. Enter the final destination of the purchase at the Delivery Location: prompt. Enter PATIENT at this prompt if the vendor will deliver the purchase directly to the patient.
14. If you enter PATIENT at the Delivery Location: prompt, IFCAP will display the Direct Delivery Patient: prompt. Enter the name of the patient at this prompt, or enter two question marks to see a list of available patients. Enter the address of the patient.
15. At the Verbal Purchase Order: prompt, enter Y if this purchase order was negotiated verbally with a vendor representative.
16. At the Confirmation Copy?: prompt, enter Y if you want IFCAP to print a copy of the purchase order for the vendor.
17. Enter O for origin at the F.O.B. (Freight On Board) Point: prompt if additional freight charges are due to the carrier at the time of delivery.
18. Enter the date that the purchase is due at the Delivery Date: prompt.

How to Issue a Purchase Order

19. Enter the name of the vendor representative that quoted the purchase price, and the date of the quote or a quote number if they are available (for example, 'telephone quote John Doe quote #001 dated 3-10-95') at the Proposal: prompt.
20. Enter the method of purchase for these items at the Select Purchase Method: prompt. If you do not know the method category, enter three question marks and IFCAP will list the available purchase methods. You may enter multiple purchase methods if you like.
21. Enter the estimated shipping or handling charges for the order at the Est. Shipping And/Or Handling: prompt.
22. Enter the discount terms for prompt payment at the Prompt Pay Type: prompt.
23. Enter your name at the PA/PPM/Authorized Buyer: prompt.
24. Enter Y at the Certified P.O.: prompt if the receiving service has certified that the goods and services have been received and are satisfactory.
25. Enter the line item number of the item on the 2237 that you want to purchase at the Select Line Item Number: prompt.
26. Enter the item master file number of the item.
27. You may enter or edit the description of the item if you like.
28. Enter the quantity of units (boxes, cases, etc.) that you want to purchase at the Quantity: prompt.
29. Enter the unit of purchase (boxes, cases, etc.) If you do not know the unit of purchase, enter three question marks at the prompt and IFCAP will list the available units of purchase.
30. Enter the cost per unit at the Actual Unit Cost: prompt.
31. Enter the minimum number of units you can order per shipping package at the Packaging Multiple: prompt.
32. Enter the stock-keeping unit of the item at the SKU: prompt. The stock-keeping unit is the unit that the warehouse uses to store the item.
33. Enter the factor that you use to convert the SKU to the unit of purchase at the Unit Conversion Factor: prompt.
34. Enter the stock number supplied by the vendor for the item at the Vendor Stock Number: prompt.
35. Enter the national stock number (NSN) of the item at the NSN: prompt.
36. Enter the federal supply classification of the item. IFCAP might list some additional prompts based on the federal supply classification.
37. At the Contract: prompt, enter a contract number if the purchase price and vendor is established by a purchasing contract with that vendor.
38. Enter the budget object code classification for the item at the BOC: prompt. If you do not know the budget object code, enter three question marks at the prompt and IFCAP will display the available budget object codes.
39. At the Enter/Edit Delivery Schedule for this Item?: prompt, press the Enter key or enter N if you want all of the items on your request delivered on the required delivery date of the RFQ. If you enter a delivery schedule for the item, you are notifying the vendor that you want them to deliver different amounts of the items on different days. Make sure that the total number of items among all of the delivery dates equals the total number of items you are ordering.
40. Enter another line item number if you like.
41. Enter any special administrative forms of payment at the Select Administrative Certifications: prompt. If you do not know the administrative certification categories, enter three question

- marks and IFCAP will list the available categories. You may enter additional administrative certifications if you like, and add comments to explain the certifications.
42. If there is a discount available for any item on the purchase order, enter the line item number at the Select Discount Item: prompt and enter the discount for the item.
 43. If the entire purchase order is subject to a percent discount for prompt payment, enter the percent of the discount at the Select Prompt Payment Percent: prompt.
 44. Enter the number of days before the prompt payment term expires at the Days (Term): prompt.
 45. At the Is this P.O. to be reported to the FPDS system?: prompt, enter Y to report the order to the Federal Procurement Data System (FPDS) if the purchase order qualifies for reporting. Do not report the purchase order to FPDS for purchases over \$25,000. Enter three question marks at the prompt to read the other exceptions to FPDS reporting. The General Services Administration uses FPDS data to compile statistics of compliance to minority and small business purchasing requirements as per the Competition in Contracting Act. Enter the appropriate business category codes at the prompts. If you do not know the category codes, enter three question marks at the prompts and IFCAP will list the available codes.
 46. Enter Y at the Review Purchase Order?: prompt to have IFCAP display the order to your screen.
 47. If the purchase order is ready for approval, enter Y at the Send To Fiscal Service:? prompt. If you need to make corrections to the purchase order before you send it to Fiscal Service, enter N at the Send to Fiscal Service? prompt and use the Edit an Incomplete Purchase Order option.
 48. If you answered Y at the Send To Fiscal Service:? prompt, IFCAP will prompt you for your electronic signature code.
 49. Enter a purchase order number at the Purchase Order: prompt to transmit another purchase order or enter a caret (^) at the prompt to return to the Purchase Orders Menu.

How to Issue a Purchase Order

```
ENTER A NEW PURCHASE ORDER NUMBER OR A COMMON NUMBERING SERIES
PURCHASE ORDER: a0 688-A0      PURCHASING & CONTRACTING
Are you adding '688-A00003' as a new Purchase Order number ? Y (YES)
P.O. DATE: TODAY// ?
  Examples of Valid Dates:
    JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
    T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
    T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
  If the year is omitted, the computer uses CURRENT YEAR. Two digit year
  assumes no more than 20 years in the future, or 80 years in the past.
  Changing P.O. date to a different FY will re-calculate the appropriation.
P.O. DATE: TODAY// (MAY 02, 2000)
METHOD OF PROCESSING: INVOICE/RECEIVING REPORT// ?
  Enter the number or abbreviation.
  Answer with PAT TYPE NUMBER, or NAME, or ABBREVIATION
  Do you want the entire PAT TYPE List? y (Yes)
Choose from:
  1          INVOICE/RECEIVING REPORT
  2          CERTIFIED INVOICE
  3          PAYMENT IN ADVANCE
  4          GUARANTEED DELIVERY
  7          IMPREST FUNDS/CASHIER
  25         PURCHASE CARD
  26         AUTO BANK PAYMENT

METHOD OF PROCESSING: INVOICE/RECEIVING REPORT//
ESTIMATED ORDER?: N// N NO
INVOICE ADDRESS: FMS//
VENDOR: Sam's
Are you adding 'Sam's' as a new VENDOR? No// Y (Yes)
VENDOR NUMBER: 14//
VENDOR NAME: Sam's//
VENDOR ORDERING ADDRESS1: 1060 West Addison
VENDOR ORDERING ADDRESS2:
VENDOR ORDERING CITY: Chicago
VENDOR ORDERING STATE: ILLINOIS
VENDOR ORDERING ZIP CODE: 15212
VENDOR FAX #:
VENDOR TAX ID/SSN: 555-55-5555
VENDOR SSN/TAX ID INDICATOR:

ORDERING ADDRESS: 1060 West Addison
                  Chicago, ILLINOIS 15212

VENDOR PAYMENT ADDRESS1: 1060 West Addison//
VENDOR PAYMENT ADDRESS2:
VENDOR PAYMENT CITY: Chicago//
VENDOR PAYMENT STATE: ILLINOIS//
VENDOR PAYMENT ZIP CODE: 15212//
VENDOR 1099 VENDOR INDICATOR: YES// ?
  Choose from:
    N          NO
    Y          YES
VENDOR 1099 VENDOR INDICATOR: YES// Y YES
VENDOR VENDOR TYPE: ?

  Choose from:
  A          AGENT CASHIER
  C          COMMERCIAL
  E          EMPLOYEE
  F          FEDERAL GOVERNMENT
  G          GSA
  I          INDIVIDUALS-OTHER
  O          OTHER COUNTRIES
  R          COMMERCIAL-RECURRING PMTS
  U          UTILITY COMPANIES
  V          VETERANS
```

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K          CANTEEN
VENDOR VENDOR TYPE: ?

Choose from:
A          AGENT CASHIER
C          COMMERCIAL
E          EMPLOYEE
F          FEDERAL GOVERNMENT
G          GSA
I          INDIVIDUALS-OTHER
O          OTHER COUNTRIES
R          COMMERCIAL-RECURRING PMTS
U          UTILITY COMPANIES
V          VETERANS
K          CANTEEN
VENDOR VENDOR TYPE: C COMMERCIAL
VENDOR VENDOR PHONE NUMBER: (312) 404-2827
VENDOR PROCUREMENT CONTACT PERSON: Ernie Banks
VENDOR ACCOUNT NO.: 1908
VENDOR Select CONTRACT/BOA NUMBER: 12345678
Are you adding '12345678' as a new CONTRACT/BOA NUMBER (the 1ST for this VENDO
R)? No// (Yes)
CONTRACT/BOA NUMBER BEGINING DATE: t (MAY 02, 2000)
CONTRACT/BOA NUMBER EXPIRATION DATE: t+179 (OCT 28, 2000)
CONTRACT/BOA NUMBER CONTRACT TERMS: ?
ANSWER MUST BE 3-50 CHARACTERS IN LENGTH
CONTRACT/BOA NUMBER CONTRACT TERMS:
CONTRACT/BOA NUMBER CONTRACT FLAG: ??

Choose from:
C          CONTRACT
B          BASIC ORDERING AGREEMENT
CONTRACT/BOA NUMBER CONTRACT FLAG: c CONTRACT
VENDOR BEGINING DATE: OCT 16,1996//
VENDOR EXPIRATION DATE: APR 13,1997//
VENDOR CONTRACT TERMS: net//
VENDOR Select CONTRACT NUMBER:
VENDOR LABOR SURPLUS AREA?: ?
Enter 'YES' if this vendor is located in a labor surplus area.
Choose from:
Y          YES
N          NO
VENDOR LABOR SURPLUS AREA?: y YES
VENDOR BUSINESS TYPE (FPDS): ?
Enter FPDS Business Type for FPDS reports for FY 1989 or later.
Choose from:
1          SMALL
2          LARGE
3          OUTSIDE U.S.
4          STATE/LOC/ED/NPF
VENDOR BUSINESS TYPE (FPDS): 2 LARGE
VENDOR Select SOCIOECONOMIC GROUP (FPDS): ?
Answer with SOCIOECONOMIC GROUP (FY89)
You may enter a new SOCIOECONOMIC GROUP (FY89), if you wish
Enter FPDS Socioeconomic Group for use in FPDS reporting for FY 1989
or later.
Select N,P,Q,R,W or OO
Answer with CODE INDEX NUMBER, or NAME
Do you want the entire CODE INDEX List? y (Yes)
Choose from:
156        N          SM DISADVANTAGED BUS
157        P          SHELTERED WORKSHOP
158        Q          VIETNAM VET-OWNED SM
159        R          DISABLED VET (NOT VIETNAM)
160        W          WOMAN-OWNED SM BUS
161        OO         NONE OF THE ABOVE
162        S          VETERAN-OWNED SM BUSINESS
    
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How to Issue a Purchase Order

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VENDOR Select SOCIOECONOMIC GROUP (FPDS): 161 OO NONE OF THE ABOVE
Are you adding 'OO NONE OF THE ABOVE' as
a new SOCIOECONOMIC GROUP (FY89) (the 1ST for this )? y (Yes)
VENDOR Select SOCIOECONOMIC GROUP (FPDS):
VENDOR SPECIAL FACTORS: ?
ANSWER MUST BE 3-50 CHARACTERS IN LENGTH
VENDOR SPECIAL FACTORS:
VENDOR GUARANTEED DELIVERY VENDOR?: ?
Enter 'Y' if an agreement has been set up with this vendor to guarantee
delivery on direct deliveries to patients.
Choose from:
Y YES
N NO
VENDOR GUARANTEED DELIVERY VENDOR?: y YES
VENDOR Select SYNONYM: ?
Answer with SYNONYM
You may enter a new SYNONYM, if you wish
ANSWER MUST BE 3-36 CHARACTERS IN LENGTH
VENDOR Select SYNONYM: SAM
Are you adding 'SAM' as a new SYNONYM (the 1ST for this )? y (Yes)
VENDOR Select SYNONYM:
VENDOR IS A SF129 ON FILE?: NOT APPLICABLE// NOT APPLICABLE
VENDOR DUN & BRADSTREET #:
SOURCE CODE: ?
SOURCE CODE
Answer with SOURCE CODE, or ABBREVIATION
Choose from:
2 Open Market
4 VA Decentralized Schedule
5 Federal Prison Industries
6 Fed.Supply Sched.or OGA Contracts
7 Consolidated Procurement
9 Marketing Center
B Combination of 2,4,6
SOURCE CODE: 2 Open Market
LOCAL PROCUREMENT REASON CODE: Not available from primary source??
Answer with LOCAL PROCUREMENT REASON CODES
LOCAL PROCUREMENT REASON CODE: ?
Answer with LOCAL PROCUREMENT REASON CODES
Choose from:
1 EMERGENCY PROCUREMENT
2 PERISHABLE GOODS
3 NOT AVAILABLE FROM MANDATORY SOURCE
4 ITEM NOT AVAILABLE BY REQUIRED DATE
5 MANDATORY SOURCE CONTRACT EXPIRED
6 ITEM FOR RESEARCH OR EDUCATION
7 QIR PENDING OR APPROVED
8 MINIMUM ORDER REQUIREMENT
9 MAXIMUM ORDER LIMIT
10 IDENTICAL ITEM AT LOWER COST
LOCAL PROCUREMENT REASON CODE: 3 NOT AVAILABLE FROM MANDATORY SOURCE
Enter a 2237 reference number. The FCP, Cost Center, Service, Delivery
Location and Line Items will be transferred into this Purchase Order.

The 2237 Fiscal Year and Quarter must be earlier or same
as the P.O. Date Fiscal Year and Quarter.

Select REQUEST WORKSHEET 2237 TRANSACTION NUMBER: 658-96-4-035-0379 Hel
d in P&C Pending Return of Quotations OBL KONICA MEDICAL CORPO
GLOVES

The Fiscal Year and Quarter on this 2237 is not
compatible with the PO Date.
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Select REQUEST WORKSHEET 2237 TRANSACTION NUMBER: 97 ??
Select REQUEST WORKSHEET 2237 TRANSACTION NUMBER: ?
Answer with REQUEST WORKSHEET 2237 TRANSACTION NUMBER
Do you want the entire REQUEST WORKSHEET List? y (Yes)
Choose from:
658-96-4-053-0059      Sent to Purchasing & Contracting      OBL  KESSLER C
OLOR
PHOTOS

658-96-4-035-0394      Held in P&C Pending Return of Quotations      OBL  K
ONICA MEDICAL CORPO
Syquest, 135 Mb removable disk drive for parallel port.

658-96-4-035-0392      Held in P&C Pending Return of Quotations      OBL  K
ONICA MEDICAL CORPO
Iomega Zip Drive, for removable 100 Mb diskettes, parallel port interface.

658-96-4-035-0391      Held in P&C Pending Return of Quotations      OBL  M
G SCIENTIFIC INC
INTERMIT INFUS PLUG

658-96-4-035-0388      Sent to Purchasing & Contracting      OBL  M G SCIEN
TIFIC INC
CATH THORACIC 28 FR

658-96-4-035-0387      Sent to Purchasing & Contracting      OBL  DELL DIRE
CT SALES
Tape Drive, External, 800 Mb compressed capacity, compatible with TR-1 and

658-96-4-035-0385      Sent to Purchasing & Contracting      OBL  M G SCIEN
TIFIC INC
CATH 20 FR 30CC

658-96-4-035-0384      Held in P&C Pending Return of Quotations      OBL  M
G SCIENTIFIC INC
Borland's Delphi Desktop v. 2.0

658-96-4-035-0383      Held in P&C Pending Return of Quotations      OBL  K
ONICA MEDICAL CORPO
100 Mb Iomega Zip Drive for parallel port

658-96-4-035-0382      Sent to Purchasing & Contracting      OBL  M G SCIEN
TIFIC INC
BAG URINARY LEG (LARGE)

658-96-4-035-0381      Sent to Purchasing & Contracting      OBL  KONICA ME
DICAL CORPO
Iomega Jazz Drive, 1 Gigabyte capacity, SCSI-II interface, removal

658-96-4-035-0380      Sent to Purchasing & Contracting      OBL  M G SCIEN
TIFIC INC
Iomega Zip Drive, 100 Mb capacity, external, attaching to Enhanced

658-96-4-035-0379      Held in P&C Pending Return of Quotations      OBL  K
ONICA MEDICAL CORPO
GLOVES

658-96-4-060-0154      Sent to Purchasing & Contracting      OBL  VANGARD L
ABORATORIES P65233
ASPIRIN 81MG (CHILDRENS) UD 100S

658-96-4-060-0153      Sent to Purchasing & Contracting      OBL  AMERISOUR
CE CORPORAT P65232
PHANASIN COUGH SYRUP 4 OZ

658-96-4-036-0751      Sent to Purchasing & Contracting      OBL  CLEO OF N
EW YORK Q65008
    
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How to Issue a Purchase Order

| | | |
|---|--|---------------|
| CUSHION RING INFLATABLE RUBBER RED | | |
| 658-96-4-036-0750 INDUSTRIES I Q65007 ALL-PURPOSE CATHETER RED RUBBER 2-EYE 14FR-STERILE | Sent to Purchasing & Contracting | OBL MEDLINE I |
| 658-96-4-041-0055 ICE SUPPLY P65227 GLOSSY PAPER 5X7 | Sent to Purchasing & Contracting | OBL SALEM OFF |
| 658-96-4-060-0149 OOL SUPPLY P65228 APPLES, FRESH, EATING, US FANCY GRADE, PACKING LEVEL C, FG 3 | Sent to Purchasing & Contracting | OBL A B C SCH |
| 658-96-4-744-0007 HE MARKET P65224 BRUSSELS SPROUTS, FROZEN, GRADE A, 2-5 LB PG, FG 3 | Sent to Purchasing & Contracting | OBL SAMS ON T |
| 658-96-4-744-0006 HE MARKET P65222 BRUSSELS SPROUTS, FROZEN, GRADE A, 2-5 LB PG, FG 3 | Sent to Purchasing & Contracting | OBL SAMS ON T |
| 658-96-4-744-0004 HE MARKET P65221 STRAWBERRIES, FROZEN, GRADE A WHOLE OR SLICED, SUGAR PACKED, 6-10 LB CN,FG 3 | Sent to Purchasing & Contracting | OBL SAMS ON T |
| 658-96-4-744-0002 SS P65215 WIDGETS | Sent to Purchasing & Contracting | OBL ABBEY PRE |
| 658-96-4-036-0743 Q65002 MASK AMBU CHILD SIZE 2 | Sent to Purchasing & Contracting | OBL AMBU INC |
| 658-96-4-036-0741 INDUSTRIES I Q65001 ALL-PURPOSE CATHETER RED RUBBER 2-EYE 14FR-STERILE | Sent to Purchasing & Contracting | OBL MEDLINE I |
| 658-96-4-036-0740 INDUSTRIES I Q60050 ALL-PURPOSE CATHETER RED RUBBER 2-EYE 14FR-STERILE | Sent to Purchasing & Contracting | OBL MEDLINE I |
| 658-96-4-036-0739 EDLINE INDUSTRIES I CATHETER ALL-PURPOSE RED RUBBER 14 FR TWO-EYE STERILE | Held in P&C Pending Return of Quotations | OBL M |
| 658-96-4-042-0048 MPLOYEES NE P65148 NEW DIGEST | Sent to Purchasing & Contracting | OBL FEDERAL E |
| 658-96-4-060-0147 CANTEEN SVC P65208 RANCH FRIES, NATURAL WEDGE CUT W/PEEL ON, 30 LB CS, FG 3 | Sent to Purchasing & Contracting | OBL VETERANS |
| 658-96-4-060-0145 CANTEEN SVC P65206 RANCH FRIES, NATURAL WEDGE CUT W/PEEL ON, 30 LB CS, FG 3 | Sent to Purchasing & Contracting | OBL VETERANS |
| 658-96-4-035-0372 TIFIC INC TUBE-SERUM SEPARATOR GOLDTOP 6.0 DRAW GLASS 13X100 1000S | Sent to Purchasing & Contracting | OBL M G SCIEN |
| 658-96-4-064-0130 DICAL CORPO GLOVES | Sent to Purchasing & Contracting | OBL KONICA ME |
| 658-96-4-064-0129 | Sent to Purchasing & Contracting | OBL M G SCIEN |

| | | | |
|---|--|-----|---|
| TIFIC INC 3-1/2 INCH, 1.44MB DISKETTES FOR IBM COMPATIBILE | | | |
| 658-96-4-035-0369 | Sent to Purchasing & Contracting | OBL | KONICA MEDICAL CORPORATION EVACUATOR ELLIK |
| 658-96-4-035-0368 | Held in P&C Pending Return of Quotations | OBL | M G SCIENTIFIC INC SYQUEST 230 Mb external hard drive |
| 658-96-4-035-0367 | Held in P&C Pending Return of Quotations | OBL | K ONICA MEDICAL CORPORATION CATHETER ALL-PURPOSE RED RUBBER 14 FR TWO-EYE STERILE |
| 658-96-4-060-0143 | Sent to Purchasing & Contracting | OBL | VETERANS CANTEEN SVC P65204 RANCH FRIES, NATURAL WEDGE CUT W/PEEL ON, 30 LB CS, FG 3 |
| 658-96-4-035-0366 | Held in P&C Pending Return of Quotations | OBL | O FFICE MAX 3x3 post it notes yellow with |
| 658-96-4-091-0026 | Sent to Purchasing & Contracting | OBL | H C BAKER SALES P65202 DIETARY SUPPLEMENT, THERAPEUTIC. VANILLA FLAVOR; LIQUID, READY-TO-USE; |
| 658-96-4-091-0025 | Sent to Purchasing & Contracting | OBL | H C BAKER SALES P68053 DIETARY SUPPLEMENT, THERAPEUTIC. VANILLA FLAVOR; LIQUID, READY-TO-USE; |
| 658-96-4-035-0365 | Held in P&C Pending Return of Quotations | OBL | O FFICE MAX pencils, #2 |
| 658-96-4-060-0141 | Sent to Purchasing & Contracting | OBL | VETERANS CANTEEN SVC P65199 RANCH FRIES, NATURAL WEDGE CUT W/PEEL ON, 30 LB CS, FG 3 |
| 658-96-4-060-0139 | Sent to Purchasing & Contracting | OBL | VETERANS CANTEEN SVC P65197 RANCH FRIES, NATURAL WEDGE CUT W/PEEL ON, 30 LB CS, FG 3 |
| 658-96-4-035-0364 | Held in P&C Pending Return of Quotations | OBL | M G SCIENTIFIC INC CATH 10 FR |
| 658-96-4-035-0363 | Held in P&C Pending Return of Quotations | OBL | M G SCIENTIFIC INC CATH 10 FR |
| 658-96-4-7000-0089 | Sent to Purchasing & Contracting | OBL | SOUTHERN BUILDING CO Q60048 WINDOW SHUTTERS |
| 658-96-4-039-0445 | Sent to Purchasing & Contracting | OBL | UPJOHN SC SCHEDULED Q60047 ALPRAZOLAM TABLETS 0.25MG 100S (VISIPAK 4X25) REVERSE NUMBER |
| 658-96-4-039-0444 | Sent to Purchasing & Contracting | OBL | BRISTOL M SQUIBB P69010 CAPTOPRIL TABLETS. 25 MG., 1000S. (CAPOTEN) |
| 658-96-4-039-0443 | Sent to Purchasing & Contracting | OBL | BRISTOL M SQUIBB Q60045 CAPTOPRIL TABLETS. 25 MG., 1000S. (CAPOTEN) |

How to Issue a Purchase Order

| | | | |
|---|--|-----|-----------------|
| 658-96-4-7000-0088 ICKENSON ACU P65185 GLOVE, EUDERMIC, SURGICAL, LATEX, SIZE 6-1/2, DISPOSABLE, STERILE, TALC FREE | Sent to Purchasing & Contracting | OBL | BECTON D |
| 658-96-4-7000-0085 LY DEPOT P68049 JUICE, VEGETABLES, CANNED, SINGLE STRENGTH, U.S. HIGH COMMERCIAL | Sent to Purchasing & Contracting | OBL | V A SUPP |
| 658-96-4-7000-0084 OD SERVICES P65184 BEEF, GROUND PATTIES, (IMP 1137), SPECIAL, FROZEN, USDA CHOICE. ALL | Sent to Purchasing & Contracting | OBL | SYSCO FO |
| 658-96-4-7000-0083 RCH SALEM P65183 FRENCH COCONUT PIE, FROZEN, BAKED, 10" DIAMETER, PASTRY OR GRAHAM | Sent to Purchasing & Contracting | OBL | PYA MONA |
| 658-96-4-035-0361 AL MART STUFF, BUNCH OF | Held in P&C Pending Return of Quotations | OBL | W |
| 658-96-4-036-0733 178 ditto blocks | Sent to Purchasing & Contracting | OBL | SIMS P65 |
| 658-96-4-036-0732 TAN MEDICAL P68048 STUFF | Sent to Purchasing & Contracting | OBL | METROPOLI |
| 658-96-4-036-0730 P65177 GLOVES | Sent to Purchasing & Contracting | OBL | ALCON INC |
| 658-96-4-036-0723 INTERNATIO P65173 BLUEBERRY CRUMB CAKE, FROZEN, INDIVIDUAL, ONLY ACCEPTABLE BRANDS: | Sent to Purchasing & Contracting | OBL | LASERTECH |
| 658-96-4-042-0045 DENTAL CO P65168 pipe | Sent to Purchasing & Contracting | OBL | PATTERSON |
| 658-96-4-042-0044 MICALS P65166 test itens | Sent to Purchasing & Contracting | OBL | SALEM CHE |
| 658-96-4-060-0133 CE CORPORAT Q60044 MORPHINE INJ TUBEX 8MG | Sent to Purchasing & Contracting | OBL | AMERISOUR |
| 658-96-4-036-0719 NDUSTRIES P65163 COLLAR CERVICAL LARGE | Sent to Purchasing & Contracting | OBL | DEROYAL I |
| 658-96-4-035-0352 G SCIENTIFIC INC CATH 10 FR | Held in P&C Pending Return of Quotations | OBL | M |
| ^ | | | |
| Select REQUEST WORKSHEET 2237 TRANSACTION NUMBER: 658-97 ?? | | | |
| Select REQUEST WORKSHEET 2237 TRANSACTION NUMBER: 658 | | | |
| 1 | 658-89-4-040-0024 | OBL | WA |
| HALDOL IJ50MG/ML5MLUD | | | |
| 2 | 658-89-4-052-1935 | OBL | GSA B90542 |
| WRENCH SET, BOX AND OPEN | | | |
| 3 | 658-89-4-052-2113 | OBL | VA SUPPLY DEPOT |
| REPLACE MS912 INSERT IN STATORIX J185 X-RAY TUBE HOUSING, CGR-MANUFACTURER | | | |

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      4  658-90-1-052-0237      OBL  GSA
BATTERY, "D"

      5  658-90-1-052-0269      OBL  GSA      B00250
DOOR CLOSERS, SIZE III

TYPE '^' TO STOP, OR
CHOOSE 1-5: ^
Select REQUEST WORKSHEET 2237 TRANSACTION NUMBER:
FCP: ?
      ENTER A VALID FUND CONTROL POINT

Answer with CONTROL POINT
Do you want the entire List? y (Yes)
Choose from:
  003 RES SALARIES
  004 RES C&A
  009 FIS RESIDENTS
  011 COS C&A'S
  012 FIS SALARIES
  018 FIS MISC MOV EXP
  019 PERSONNEL
  020 VOLUNTARY SVC
  021 MAS TRANSCRIPTION
  022 MAS XRAY SVCS
  023 MAS FEE PRESCRIPTIONS
  024 LIQUID OXYGEN
  025 METERED MAIL
  026 MAS COMM/M&R
  027 MAS INPATIENT SVCS
  028 MAS CONTRACT DIALYSIS
  029 MED RAD THERAPY
  030 MED WARD DIALYSIS
  031 MEDICAL SVC
  032 SURGICAL SVC
  033 PSYCHIATRY SVC
      ^
FCP: 032 SURGICAL SVC
COST CENTER: ?
      Enter the Cost Center for this Purchase Order

Answer with COST CENTER
Choose from:
  820200 Surgical
  821200 Anesthesiology
  823100 Podiatric
  823200 Optometric

COST CENTER: 820200 Surgical
REQUESTING SERVICE: ?
Answer with SERVICE/SECTION NAME, or ABBREVIATION, or MAIL SYMBOL
Choose from:
  AUSTIN AUTOMATION CENTER      AAC
  AUSTIN FINANCE CENTER        AFC
  CONSULTANT/AMS              AMS
  FISCAL                      04
  FMS PROJECT STAFF           FMS
  INFORMATION SYSTEM CENTER    162-2
  PPM                        90B      SUPPLY
  SPD                        90E      SUPPLY
  SUPPLY                      90
  SYSTEMS INTEGRITY SERVICE    SIS

REQUESTING SERVICE: spd          90E      SUPPLY
EXPENDABLE/NONEXPENDABLE: E// ?
      Indicate whether this is a procurement for Expendable, or for

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How to Issue a Purchase Order

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Non-expendable goods.
Choose from:
  E      EXPENDABLE
  N      NON-EXPENDABLE
EXPENDABLE/NONEXPENDABLE: E// e EXPENDABLE
Enter the word 'PATIENT' in the 'DELIVERY LOCATION' field for a direct delivery
to a patient.
DELIVERY LOCATION: ?
  ANSWER MUST BE 3-20 CHARACTERS IN LENGTH
DELIVERY LOCATION: PATIENT   Direct Delivery to Patient
DIRECT DELIVERY PATIENT: ?
  Answer with DIRECT DELIVERY PATIENTS NAME
  Do you want the entire 96-Entry DIRECT DELIVERY PATIENTS List? y (Yes)
Choose from:
  POOLER,CLARENCE JR      414 S. BELMONT ST      COLLINSVILLE      VIRGI
NIA      24078      03-26-18      225207390      YES      SC VETERAN
  GABRIEL,WILLIAM J JR.    4142 BLUEVIEW DRIVE      ROANOKE      VIRG
INIA     24012      07-20-35      149248996      NO      NSC VETERAN
  DORENCAMP,DONALD G      707 HUNT AVE NW      ROANOKE      VIRGINIA
24012    06-21-26      185145664      NO      NSC VETERAN
  TURNER,RICHARD B        5107 MORWANDA ST NW      ROANOKE      VIRGINIA
24017    08-09-46      194368110      NO      NSC VETERAN
  COLEGROVE,RICHARD L.    4457 MELROSE AVE LOT 1    IP/75-2      ROANOKE
VIRGINIA 24017      12-25-57      203526544      YES      SC VETERAN
DIRECT DELIVERY PATIENT: 171568239 BELL,DWAYNE A      11-19-60      171568239
NO      NSC VETERAN
Are you adding 'BELL,DWAYNE A' as
  a new DIRECT DELIVERY PATIENTS (the 97TH)? y (Yes)
DIRECT DELIVERY PATIENTS STREET ADDR.1: 250 Stadium Plaza
DIRECT DELIVERY PATIENTS STREET ADDR.2:
DIRECT DELIVERY PATIENTS STREET ADDR.3:
DIRECT DELIVERY PATIENTS CITY: St. Louis
DIRECT DELIVERY PATIENTS STATE: Missouri
DIRECT DELIVERY PATIENTS ZIP CODE: 63102
VERBAL PURCHASE ORDER (Y/N): NO// ?
Choose from:
  Y      YES
  N      NO
VERBAL PURCHASE ORDER (Y/N): NO// y YES
CONFIRMATION COPY (Y/N): ?
Choose from:
  Y      YES
  N      NO
CONFIRMATION COPY (Y/N): y YES
F.O.B. POINT: DESTINATION// DESTINATION
DELIVERY DATE: TODAY+10// t+16 (NOV 01, 1996)
PROPOSAL: N/A// ?
  ANSWER MUST BE 3-45 CHARACTERS IN LENGTH
PROPOSAL: N/A//
Select PURCHASE METHOD: ?
  Answer with PURCHASE METHOD
  You may enter a new PURCHASE METHOD, if you wish
  Answer with PURCHASE AUTHORITY NUMBER, or ABBREVIATION
  Do you want the entire 11-Entry PURCHASE AUTHORITY List? y (Yes)
Choose from:
  1      BSH      Blind and Severely Handicapped
  2      CON      Consolidated Purchase Order
  3      FAR 13    Open Market
  4      OGA      Other Government Agencies
  5      VADC      VA Decentralized Contracts
  6      FSS      Federal Supply Schedule Contracts by GSA
  7      MCC      Deliver Orders Against Medical Center Contracts
  8      OAC      Delivery Orders Against Other Agency Contracts
  9      VAFSS     Federal Supply Schedule Contracts by VA Marketing Center
  10     IFB      Sealed Bid Contract Award
  11     RFP      Negotiated Contract Award
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Select PURCHASE METHOD: 2          CON          Consolidated Purchase Order
Select PURCHASE METHOD:
EST. SHIPPING AND/OR HANDLING:
PROMPT PAY TYPE: A// ?
  Choose from:
    A          NORMAL
    C          CONTRACT
    D          DAIRY
    F          PROGRESS
    M          MEAT
    P          PRODUCE
    V          PRIME VENDOR
    X          MONEY MANAGEMENT EXEMPT - NORMAL
PROMPT PAY TYPE: A//  NORMAL
PA/PPM/AUTHORIZED BUYER: WHITE,BASIL//          JBW
CERTIFIED P.O.: N// ?
  Enter YES if this is a Certified IFCAP Purchase Order
  Choose from:
    Y          YES
    N          NO
CERTIFIED P.O.: N//  NO
Select LINE ITEM NUMBER: 1
  ITEM MASTER FILE NO.: 63          ERGOLOID 1MG TABS 500S          ..
  DESCRIPTION:
  ERGOLOID MESYLATES 1MG TABLETS 500S

  Edit? NO// y  YES

==[ WRAP ]==[ INSERT ]===== < DESCRIPTION >===== [ <PF1>H=Help ]====
  ERGOLOID MESYLATES 1MG COATED TABLETS 500S

<=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T>=====T

  QUANTITY: 4
  UNIT OF PURCHASE: ?
  Answer with UNIT OF ISSUE NAME, or FULL NAME
  Do you want the entire 93-Entry UNIT OF ISSUE List? y  (Yes)
  Choose from:
    AM          AMPOULE
    AT          ASSORTMENT
    AY          ASSEMBLY
    BA          BALL
    BD          BUNDLE
    BE          BALE
    BF          BOARD FOOT
    BG          BAG
    BK          BOOK
    BL          BARREL
    BO          BOLT
    BR          BAR
    BT          BOTTLE
    BX          BOX
    CA          CARTRIDGE
    CB          CARBOY
    CC          CELSIUS
    CD          CUBIC YARD
    CE          CONE
    CF          CUBIC FOOT
  
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How to Issue a Purchase Order

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CK      CAKE

UNIT OF PURCHASE: bt          BOTTLE
ACTUAL UNIT COST: 21      $21.0000
PACKAGING MULTIPLE: 1
SKU: BT// ?
    Enter the Stock Keeping Unit for this item.
Answer with UNIT OF ISSUE NAME, or FULL NAME
Do you want the entire 93-Entry UNIT OF ISSUE List? y (Yes)
Choose from:
AM      AMPOULE
AT      ASSORTMENT
AY      ASSEMBLY
BA      BALL
BD      BUNDLE
BE      BALE
BF      BOARD FOOT
BG      BAG
BK      BOOK
BL      BARREL
BO      BOLT
BR      BAR
BT      BOTTLE
BX      BOX
CA      CARTRIDGE
CB      CARBOY
CC      CELSIUS
CD      CUBIC YARD
CE      CONE
CF      CUBIC FOOT
CK      CAKE
CL      COIL
CM      CENTIMETER
CN      CAN
CO      CONTAINER
CS      CASE
CT      CARTON
CY      CYLINDER
CZ      CUBIC METER
DR      DRUM
DY      DAY
DZ      DOZEN
EA      EACH
FT      FOOT
GL      GALLON
GM      GRAM
GP      GROUP
GR      GROSS
HD      HUNDRED
HK      HANK
HR      HOUR
IN      INCH
JB      JOB

SKU: BT//
UNIT CONVERSION FACTOR: 4
VENDOR STOCK NUMBER:
NSN: 6505-01-061-5476//
FEDERAL SUPPLY CLASSIFICATION: 6505//
NATIONAL DRUG CODE:
DRUG TYPE CODE: D// ?
    Enter Drug Type code to be used on LOG code sheet
    Choose from:
        A      NARCOTIC
        L      CONTROLLED SUBSTANCE
        D      OTHER DRUGS
DRUG TYPE CODE: D// OTHER DRUGS
```

```

CONTRACT #:
BOC: 2631 Chemical supplies Replace

Enter/Edit Delivery Schedule for this Item? NO// (NO)
Select LINE ITEM NUMBER:
Select ADMINISTRATIVE CERTIFICATIONS: ?
Answer with ADMINISTRATIVE CERTIFICATIONS
    You may enter a new ADMINISTRATIVE CERTIFICATIONS, if you wish
    NUMBER MUST BE LESS THAN 9999
Answer with ADMINISTRATIVE CERTIFICATIONS NUMBER, or TYPE
Do you want the entire ADMINISTRATIVE CERTIFICATIONS List? y (Yes)
Choose from:
1     ADVANCE PAY FOR TRAINING MATERIALS
2     DIRECT SHIPMENT RECEIVING REPORT
3     FAR 52.214-22 EVALUATION OF BIDS
4     ADVERTISING STATEMENT
5
6     MONTHLY PAYMENTS IN ARREARS
7     QUARTERLY PAYMENTS
8     SEMI-ANNUALLY PAYMENTS
9     BONA FIDE NEED STATEMENT FOR FY93
10
11    ADVANCE PAY-(SUBS. PUBS. AUDIO VISUAL)
12
13    PROSTHETICS DIRECT
14    1536 & 31USC1535 ADVANCE PAY FROM OGA
15    ADVANCE PAYMENT FOR TUITION
16
17    SOLE SOURCE - BIO RAD SYSTEM- EXP. 9/30/96
18    SOLE SOURCE - ZIMMER HIP/KNEE - EXP. 9/30/94
19    SOLE SOURCE - TORAY DIALYZERS - EXP. 9/30/94
20    SOLE SOURCE-RICHARDS HIP/KNEE - EXP. 9/30/94
21    SOLE SOURCE FOR KODAK REAGENTS - EXP. 9/30/94
Select ADMINISTRATIVE CERTIFICATIONS: 2     DIRECT SHIPMENT RECEIVING REPOR
T
Are you adding '2' as a new ADMINISTRATIVE CERTIFICATIONS (the 1ST for this )?
y
(Yes)
Select ADMINISTRATIVE CERTIFICATIONS:
COMMENTS:
    No existing text
    Edit? NO//
Select DISCOUNT ITEM: ?
Answer with DISCOUNT
    You may enter a new DISCOUNT, if you wish
    Enter the line item numbers as: 1,2,3,4 or 1:4 or enter a 'Q' for a
    quantity discount
Select DISCOUNT ITEM:
Select PROMPT PAYMENT PERCENT: NET//
DAYS (TERM): 30//
BUSINESS TYPE: 2 LARGE
Is this P.O. to be reported to the FPDS system (Under $25,000 report)? YES//
(YES)
Possible Method/Type Codes: A2,D2,E2
ITEM: 1,                                AMOUNT: 84
TYPE CODE: ?
    MUST BE A TYPE CODE
Answer with CODE INDEX NUMBER, or NAME
Do you want the entire CODE INDEX List? y (Yes)
Choose from:
102          A2          SM PURCHASE (FAR PART 13)//LARGE BUSINESS
                P.O. for supplies, non P/S & construction for 25k or less.
114          D2          DEL ORDER - EXCEPT FOR FSS//LARGE BUSINESS
118          E2          OTHER PROCUREMENT METHODS//LARGE BUSINESS
                8(a) prog./sheltered workshops for 25k or less. Not A thru D.

TYPE CODE: 102 A2          SM PURCHASE (FAR PART 13)//LARGE BUSINESS
    
```



```

Items per BT: 1
BOC: 2631

IN ORDER TO RECEIVE PAYMENT VENDOR MUST SUBMIT INVOICE WITH
EITHER SIGNED BILLS OF LADING, FREIGHT BILL, PARCEL POST
RECEIPT FROM CARRIER. IF VENDOR MAKES SHIPMENT THROUGH
OTHER THAN A COMMERCIAL CARRIES, OR IF THE VETERAN RECEIVES
ITEMS AT THE VENDOR'S BUSINESS LOCATION, VENDOR SHOULD SO
INDICATE ON THE INVOICE. VENDOR IS TO BILL ONLY FOR THOSE
ITEMS SHIPPED.

Send to Fiscal Service? YES// (YES)
Enter ELECTRONIC SIGNATURE CODE: Thank you.
...please wait while I update the due-ins at the inventory points...

ENTER A NEW PURCHASE ORDER NUMBER OR A COMMON NUMBERING SERIES
PURCHASE ORDER: ^

New Purchase Order
Edit an Incomplete Purchase Order
Amendment to Purchase Order
Cancel an Unobligated Purchase Order
Remove 2237 from P.O.
Purchase Order Display
Item Display
Vendor Display
Reserve a Purchase Order Number
FPDS Data Edit
EDI Re-transmit

Select Purchase Orders Menu Option:
    
```

2.4 What Happens to Obligated Purchase Orders

After Fiscal obligates a purchase order, it comes back to the Purchasing Agent for distribution. Some stations have adopted a "paperless" method of tracking purchase orders, and the only hard copies used are copies sent to the vendor. At other stations, one copy of the purchase order is filed with the original 2237 transaction and one copy is returned to the Control Point.

Note: All copies of purchase orders sent to vendors must be signed by the Purchasing Agent. Signature codes are inadequate.

2.5 Amending a Purchase Order

2.5.1 Introduction

Occasionally, a purchase order will have to be amended. Control Points add items to requests, quantities change, and vendors ship greater quantities than the amount on the order. Follow the instructions in this section to make these changes to a purchase order.

2.5.2 Menu Path

Select Purchase Orders Menu from the Purchasing Agent Menu.
 Select Amendment to Purchase Order from the Purchase Orders Menu.

```

Purchase Orders Menu ...
Display/Print Menu ...
    
```

How to Issue a Purchase Order

```
P&C Utilities Menu ...
Management Reports Menu ...

Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Purchase Orders Menu

New Purchase Order
Edit an Incomplete Purchase Order
Amendment to Purchase Order
Cancel an Unobligated Purchase Order
Remove 2237 from P.O.
Purchase Order Display
Item Display
Vendor Display
Reserve a Purchase Order Number
FPDS Data Edit
EDI Retransmit
Edit Direct Delivery Order for Purchase Card
New Direct Delivery Order for Purchase Card

Select Purchase Orders Menu Option: Amendment to Purchase Order
```

2.5.3 Prompts

Enter a station number. Enter a purchase order number. You may not use a purchase order with a status of 'Transaction Complete.' If you do not know the purchase order number, enter three question marks and IFCAP will list the available purchase orders. Enter the effective date of the amendment, or enter the default of T for today. Enter the authority by which you amend the purchase order. If you do not know the applicable authorization, enter three question marks and IFCAP will list the available authority categories. Enter comments about the amendment if you like at the Type Comments: prompt.

At the Contractor Required to Sign: prompt, enter Y if the contractor has to sign the amendment showing that they accept the terms of the amendment. Enter your name at the Purchasing/PPM Agent: prompt. Choose which type of amendment you are making to the purchase order. If you do not know which type is applicable, enter three question marks at the prompt and IFCAP will display the list of available amendment types. You may see additional prompts not described here, depending on which amendment type you choose.

IFCAP will display a set of prompts that allow you to make the amendment you specified. You may select another type of amendment if you like. You may change the status of the purchase order at the Amendment/Adjustment Status: prompt. The following is a table of each status that you can assign to the purchase order and its definition.

| | |
|--|---|
| Cancelled Order (Amended) | You are creating the amendment to cancel the order. |
| Complete Order Received (Amended) | You are reporting that all items on the purchase order have been received. Also, if you cancel all outstanding items because they are unavailable from the vendor, this is the status you would choose. |
| Ordered and Obligated (Amended) | You are reporting that the items on the purchase order have been ordered, and that |

funds have been obligated from the Control Point for the purchase.

Partial Order Received (Amended)

You are reporting that one or more items have been received, but the complete order has not yet been received.

Transaction Complete (Amended)

The complete order has been received.

Enter a justification for the amendment. Edit the Federal Procurement Data System (FPDS) data if you like. You may also review the amendment you just created. Approve the amendment, print it if you want, and enter your electronic signature code. The amendment will print on your printer or your screen, and return to the Purchase Orders Menu.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON, DC

PURCHASE ORDER: A00002  688-A00002  01-28-00  ST  Ordered and Obligated
                   FCP: 081          $ 206.20

      Amendment Number: 1

...copying Purchase Order into work file...

...EXCUSE ME, LET ME PUT YOU ON 'HOLD' FOR A SECOND...

EFFECTIVE DATE: TODAY//      (MAY 02, 2000)
AUTHORITY: D// ?
      This is the AUTHORITY type.
      CHOOSE A,B,C,D OR E
Answer with TYPE OF AMENDMENT NUMBER, or DESCRIPTION
Do you want the entire TYPE OF AMENDMENT List? y (Yes)
Choose from:
  A      THIS CHANGE ORDER IS ISSUED PURSUANT TO: (specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
  B      THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
  C      THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF :
  D      OTHER (specify type of modification and authority)
  E      CANCEL PURCHASE ORDER

AUTHORITY: D// OTHER (specify type of modification and authority)
TYPE COMMENTS:
CONTRACTOR REQUIRED TO SIGN?: NO// n NO
PA/PPM/AUTHORIZED BUYER: JOHNSON,B//

Select TYPE OF AMENDMENT NUMBER: ???

Choose from:
  1      SHIP TO Edit
  2      LINE ITEM Add
  3      LINE ITEM Delete
  4      LINE ITEM Edit
  5      SOURCE CODE Edit
  6      Edit MAIL INVOICE TO
  7      ADMINISTRATIVE CERTIFICATION Add
  8      ADMINISTRATIVE CERTIFICATION Delete
  9      EST. SHIPPING Edit
  10     F.C.P. Edit
  11     Change VENDOR
  12     REPLACE P.O. NUMBER
  13     PROMPT PAYMENT Edit
  14     AUTHORITY Edit
```

How to Issue a Purchase Order

```
15      F.O.B. Point
16      ITEM DISCOUNT Add/Edit
17      ITEM DISCOUNT Delete

Select TYPE OF AMENDMENT NUMBER: 16      ITEM DISCOUNT Add/Edit
...HMMM, LET ME PUT YOU ON 'HOLD' FOR A SECOND...
Select ITEM: 1
  ITEM: 1//
  PERCENT/DOLLAR AMOUNT: 10
Select ITEM:

Select TYPE OF AMENDMENT NUMBER:
AMENDMENT/ADJUSTMENT STATUS: Ordered and Obligated (Amended)
  //      21
JUSTIFICATION: Change in Discount Rate

  Review Amendment ? YES// n (NO)
  Approve Amendment number 1: ? NO// y (YES)
Enter ELECTRONIC SIGNATURE CODE:      Thank you.
  SEND TO SUPPLY
QUEUE ON DEVICE:      LAT

New Purchase Order
  Edit an Incomplete Purchase Order
  Amendment to Purchase Order
  Cancel an Unobligated Purchase Order
  Remove 2237 from P.O.
  Purchase Order Display
  Item Display
  Vendor Display
  Reserve a Purchase Order Number
  FPDS Data Edit
  EDI Retransmit
  Edit Direct Delivery Order for Purchase Card
  New Direct Delivery Order for Purchase Card

Select Purchase Orders Menu Option: Amendment to Purchase Order
```

CHAPTER 3 HOW TO EXPEDITE PURCHASE ORDERS

3.1 Introduction

This section will explain how to obtain a report that lists purchase orders either overdue for delivery or due for delivery within the next few days. You can use this report to contact all of the vendors with late or imminent delivery obligations.

3.2 Menu Path

Select Management Reports Menu from the Purchasing Agent Menu.

Select Statistics Menu from the Management Reports Menu.

Select Delinquent Delivery Listing from the Statistics Menu.

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Management Reports Menu

P.O. Registers Menu ...
FPDS Reports Menu ...
Statistics Menu ...

Select Management Reports Menu Option: Statistics Menu

Purchasing Agents Statistics
Outstanding 2237s
Incomplete Purchase Orders
Requesting Service Statistics
Control Points per Month
Delinquent Delivery Listing
Warehouse Receiving Statistics
Public Law 100-322 Report
Transmit Public Law 100-322 Report to Austin
P.L. 100-322 Local Procurement Reason Report
Purchasing Agent Statistics by Date

Select Statistics Menu Option: Delinquent Delivery Listing
```

3.3 Prompts

1. Enter the earliest delivery date that you want the report to print at the Start With Delivery Date: prompt, or press the Enter key for IFCAP to print the oldest outstanding delivery date on record.
2. Enter the latest delivery date that you want the report to print at the Go To Delivery Date: prompt, or press the Enter key for IFCAP to print the latest delivery date on record. You can configure these two date entries to print overdue purchase orders and/or purchase orders with upcoming delivery dates. For example, if you enter T-30 at the Start With Delivery Date: prompt, and T+7 at the Go To Delivery Date: prompt, IFCAP will list all of the purchase

How to Expedite Purchase Orders

orders that are 30 days late or less, due today, or due a week from today or less. IFCAP will print the 'Delinquent Purchase Orders' report, listing the purchase orders due for the range that you specified. The report will list the purchase orders for each purchasing agent separately. For each purchasing agent, the report will list the purchase orders for each vendor that are due in the date range that you specified. After printing the report, IFCAP will return to the Statistics Menu.

```
START WITH DELIVERY DATE: FIRST// t-250 (AUG 26, 1999)
GO TO DELIVERY DATE: LAST// t+7 (MAY 09, 2000)
DEVICE: UCX/TELNET RIGHT MARGIN: 80//

688-A00002 Ordered and Obligated 206.20
    FEB 7,2000 8003338838
-----
SUBTOTAL 206.20
-----
SUBTOTAL 206.20
-----
TOTAL 206.20

Purchasing Agents Statistics
Outstanding 2237s
Incomplete Purchase Orders
Requesting Service Statistics
Control Points per Month
Delinquent Delivery Listing
Warehouse Receiving Statistics
Public Law 100-322 Report
Transmit Public Law 100-322 Report to Austin
P.L. 100-322 Local Procurement Reason Report
Purchasing Agent Statistics by Date

Select Statistics Menu Option:
```

3.4 Contact the Vendor

Notify the vendor of delinquent shipments. Advise vendors that you may have to cancel orders that they cannot deliver within a reasonable amount of time. Some vendors that are late on delivery will pay for express delivery of their delinquent orders. Sometimes, vendors cannot ship the entire order, but can ship a partial quantity or a similar item that meets the specifications of the request. Fiscal Service at your station also may have a formal station policy for responding to delinquent purchase orders.

3.5 How to Change the Delivery Date of an Item

3.5.1 Introduction

Often, after you call a vendor to inquire about a delinquent item, you will have to change the delivery date and record an explanation of the delivery change. Follow the steps below to change a delivery date and record an explanation.

3.5.2 Menu Path

Select P&C Utilities Menu from the Purchasing Agent Menu.
Select Change Delivery Date on P.O. from the P&C Utilities Menu.

```

Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: P&C Utilities Menu

Item File Edit
Vendor File Edit
Change Delivery Date on P.O.
Direct Delivery Patient Edit
Administrative Certification Add/Edit
Inactivate Item
Reactivate Item
Inactivate Vendor
Reactivate Vendor
Setup AR selected vendors

Select P&C Utilities Menu Option: Change Delivery Date on P.O.
    
```

3.5.3 Prompts

Enter a station number. Enter a purchase order number. If you do not know the purchase order number, enter three question marks and IFCAP will list the available purchase order numbers.

Note: You will only be able to select purchase orders with outstanding items.

You may review the order or a receiving report if you like. Enter the new delivery date. Explain the reason for the new delivery date in the Comments: field. To change the delivery date on another purchase order, enter another purchase order at the Purchase Order: prompt or enter a caret (^) to return to the P&C Utilities Menu.

```

Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC

PURCHASE ORDER: ??

CHOOSE FROM:
  A40001 11-10-93 CI  Ordered and Obligated (Amended)          FCP: 101    $
300.00
  A40002 11-17-93 ST  Complete Order Received (Amended)          FCP: 101
$ 76.10
  A40003 11-22-93 ST  Complete Order Received But Not Ob          FCP: 101
$ 12.30
  A40004 11-22-93 ST  Complete Order Received But Not Ob          FCP: 101
$ 10.00
  A40005 11-24-93 ST  Partial Order Received (Amended)          FCP: 101
$ 33.00
  A40006 11-24-93 ST  Complete Order Received          FCP: 101    $ 12.30
  A40007 11-24-93 ST  Complete Order Received (Amended)          FCP: 101
$ 25.00
  A40008 12-01-93 ST  Cancelled Order          FCP: 101    $ 0.00
  A40009 12-01-93 ST  Partial Order Received (Amended)          FCP: 101
$ 20.00
  A40010 12-02-93 ST  Complete Order Received (Amended)          FCP: 101
$ 30.00
  A40011 12-02-93 ST  Partial Order Received          FCP: 101    $ 60.00

PURCHASE ORDER: A40011 688-A40011 12-02-93 ST  Partial Order Received
    
```

How to Expedite Purchase Orders

```
FCP: 101      $ 60.00
REVIEW ORDER ? NO// (NO)
DELIVERY DATE: DEC 5,1993// OCT 22, 1994 (OCT 22, 1994)
COMMENTS:
  1>Item previously unavailable.
  2>
EDIT Option:
...OK! OK! This may take a few moments.....

...Delivery Date changed! Bulletin transmitted...

PURCHASE ORDER: ^

      Item File Edit
      Vendor File Edit
      Change Delivery Date on P.O.
      Direct Delivery Patient Edit
      Administrative Certification Add/Edit
      Inactivate Item
      Reactivate Item
      Inactivate Vendor
      Reactivate Vendor

Select P&C Utilities Menu Option:
```

CHAPTER 4 MAKE PURCHASES USING REQUESTS FOR QUOTATIONS

4.1 Introduction

This chapter will explain how to create, edit, delete, transmit and print requests for quotations (RFQs). RFQs are announcements of intent by the VA to buy products or services, and solicit vendors to present the VA with quotes of prices, item descriptions, and delivery schedules. There are two submenus under the Request for Quotation Main Menu. The first submenu, the **Process Menu**, contains the options for creating and editing a request for quotations. The second submenu, the **Evaluation and Award Menu**, contains options that allow you to create RFQ reports and evaluate quotes for an RFQ.

4.2 The Process Menu

4.2.1 Introduction

The Process Menu contains the options for creating and editing a request for quotations. Here are the options under the Process Menu, in the order they will be explained in this manual.

| | |
|-----------------------------|---|
| Add Text Message | This option enables the user to enter an 864 transaction Text Message, specify recipients, and transmit the message electronically to the recipients. |
| Cancel RFQ | This option sets the RFQ status to 'Cancelled', the Request Worksheet file's entry back to 'Sent to Purchasing & Contracting', and if the RFQ has been transmitted electronically, it sends a RFQ Cancellation 840 Transaction. |
| Close RFQ to Further Quotes | This option enables the Purchasing Agent to set the status of the RFQ to 'CLOSED'. If the RFQ has been transmitted electronically, this option also sends an 864 Message Text transaction informing vendors that the RFQ is now closed. |
| Edit Incomplete RFQ | This option enables the user to edit an existing, but still incomplete, RFQ. |
| Edit Mode Preference | This option enables the user to specify whether editing should be done via FileMan Input Templates or ScreenMan Forms. The user can alternately select to be prompted for edit mode within the editing options. |
| Manual Print of RFQ | This option is used to print a manual RFQ. |
| New RFQ | This option imports information from a 2237 and supporting documents into a Request for Quotation entry and enables the Purchasing Agent to edit the information. |

How to Make Purchases Using Requests for Quotations

| | |
|--|---|
| Reopen Closed RFQ | This option enables the Contracting Officer/Purchasing Agent to reopen a closed Request for Quotation. |
| Retransmit RFQ | This option enables the user to retransmit an RFQ in 'PENDING QUOTES' status in the event of a transmission error during an earlier attempt. |
| RFQs Due Report | This option is used to create a report of your RFQs that are due on or before the current date. |
| Transmit Unsent / Retransmit 864 Message | This option enables the user to transmit an entered, but not sent, 864 Text Message or to retransmit an already sent 864 Text Message. |
| Unawarded RFQs by Status Report | This option is used to create a report of RFQs sorted by status, either among all RFQs or among RFQs associated with a specific purchasing agent. |
| View 864 Text Messages for RFQ | This option enables the user to view a range of text messages for a RFQ. |
| View RFQ | This option enables the user to view the request portion of a Request for Quotation (RFQ) entry. |

4.2.2 New RFQ

4.2.2.1 Introduction

This option imports information from a 2237 and supporting documents into a Request for Quotation entry and enables the user to edit the information.

Note: Prior to using a 2237 to generate an RFQ, the Purchasing Agent must have split off any items which are not to be included in the RFQ. The "New RFQ" option imports all items on a 2237 into the RFQ entry.

4.2.2.2 Menu Path

Select Request for Quotation Main Menu from the Purchasing Agent menu.

Select Process Menu from the Request for Quotation Main Menu.

Select New RFQ from the Process Menu.

Enter I at the Enter Desired Input Mode: prompt if you want IFCAP to display the prompts for this option one at a time. Enter S at the Enter Desired Input Mode: prompt if you want IFCAP to display screens of prompts.

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Process Menu

New RFQ
Edit Incomplete RFQ
Manual Print of RFQ
View RFQ
Add Text Message
Cancel RFQ
Retransmit RFQ
Close RFQ to Further Quotes
Reopen Closed RFQ
View 864 Text Messages for RFQ
RFQs Due Report
Unawarded RFQs by Status Report
Transmit Unsent / Retransmit 864 Message
Edit Mode Preference

Select Process Menu Option: New RFQ
Enter Desired Input Mode: ?

Here you can indicate if you wish to edit in scroll mode with FileMan
Input Templates or screen mode with ScreenMan

Select one of the following:

i      Input Template
s      ScreenMan Form

Enter Desired Input Mode: sc ScreenMan Form
```

4.2.2.3 Input Template Prompts

Throughout the RFQ module the string '(W)' indicates that the field is a word processing field.

1. At the Enter Primary 2237 Transaction #: prompt, enter the form 2237 that you want to assign to the RFQ. If you do not know the 2237 number, you can enter the first set of digits that you remember, or enter three question marks to see a list of valid 2237s.
2. You may import items from as many 2237s as you like. Enter Y at the Do You Wish To Import Items From An Additional 2237?: prompt to continue assigning 2237s to the new RFQ.
3. Enter your electronic signature code.
4. Enter the date you want to assign to the RFQ at the Reference Date: prompt.
5. Enter the date that you want the items on the RFQ to be delivered at the Req'd Delivery Date: prompt.
6. Enter the date that quotes are due from the vendors at the Quote Due Date/Time: prompt.

How to Make Purchases Using Requests for Quotations

7. Enter the priority associated with receipt of the RFQ items at the Priority of Request: prompt.
8. Enter the receiving location of the goods or services at the Ship To: prompt, or enter a question mark to see a list of available receiving locations.
9. Enter the individual's name and/or the room number for delivery at the Deliver To: prompt.
10. Enter D for destination or O for Origin at the FOB: prompt. An FOB (Freight on Board) of "Destination" means that the vendor's item price includes shipping and handling and that the vendor is responsible for the item up to its delivery at the facility. An FOB of "Origin" means that shipping charges are due to the shipper, and generally that the shipper, not the vendor, is responsible for the items in transit.
11. At the Set Aside?: prompt, enter Y for 'YES' if the award will be influenced by a set-aside (i.e. race or gender) program.
12. Enter the name of the Purchasing Agent processing this RFQ at the Contracting Officer: prompt. The Contracting Officer must be a Purchasing Agent or manager in Supply Service, and must have a commercial phone number on file.
13. Enter the line item number of the item on the 2237 that you want to purchase at the Select Line Item Nbr: prompt.
14. You can change the number assigned to the item at the Line Item Nbr: prompt.
15. If the item has an Item Master File number assigned to it, enter the number at the Item Master File Nbr: prompt.
16. Enter a one-line description of the item at the Description: prompt.
17. Enter the unit of purchase (boxes, cases, etc.) for the item at the Unit of Purchase: prompt. If you do not know the unit of purchase, enter a question mark at the prompt and IFCAP will list the available units of purchase.
18. Enter the quantity of units (boxes, cases, etc.) that you want to purchase at the Quantity: prompt.
19. Enter the Standard Industrial Classification code for the business providing this product at the SIC Code: prompt. The SIC code will help vendor systems direct the RFQ to potential vendors.
20. If the item is a drug, enter the drug code for the item at the National Drug Code: prompt.
21. Enter the national stock number for the item at the NSN: prompt.
22. Enter the supply classification of the item at the Federal Supply Classification: prompt, or enter three question marks to see a list of valid classifications.
23. Enter the part number assigned to the item by the manufacturer at the Mfg Part No.: prompt.
24. Enter the lot number assigned to the item by the manufacturer at the Lot Nbr.: prompt.
25. Enter the serial number assigned to the item by the manufacturer at the Serial Nbr.: prompt.
26. Enter H at the Hazardous Material: prompt if the item qualifies as hazardous material.
27. Enter the Budget Object Code for the item at the BOC: prompt. The Budget Object Code is an accounting code that describes what kind of item or service is being procured.
28. Press the Enter key at the Select Delivery Schedule: prompt if you want all of the items on your request delivered on the required delivery date of the RFQ. To define a delivery schedule for the items on the RFQ, enter a number to represent the delivery schedule. If you enter a delivery schedule for the item, you are notifying the vendor that you want them to deliver different amounts of the items on different days. Make sure that the total number of items among all of the delivery dates equals the total number of items you are ordering.
29. Enter the delivery date of the item at the Delivery Date: prompt.

30. Enter the quantity you are ordering at the Quantity: prompt.
31. Enter the location for delivery of the item at the Location: prompt.
32. You can enter additional delivery schedules if you like.
33. You can enter another line item if you like at the Select Line Item Nbr: prompt.
34. Enter the vendor solicited for this RFQ at the Select Solicited Vendor: prompt.
35. Enter Y at the Transmit to 'Public': prompt if you want to broadcast the RFQ to all possible vendors for the item.
36. You can enter or edit special remarks for this RFQ if you like.
37. Enter Y at the Do You Wish To Add A Standard Administrative Certification Phrase?: prompt to add an administrative certification phrase to this RFQ. Administrative certification phrases are 'boilerplate' paragraphs that IFCAP users add to orders and requests.
38. Enter Y at the Do You Wish To View The RFQ?: prompt to view the new RFQ.
39. If you chose to view the RFQ, enter the output device at the Device: prompt. Enter a margin length (in characters) at the Right Margin: prompt. IFCAP will display the new RFQ on the output device you selected.
40. Inspect the RFQ for validity and correctness. If the RFQ is ready to transmit, enter Y at the Do You Wish To Transmit This RFQ To Vendors?: prompt. IFCAP will display the MailMan message number assigned to the RFQ transmission. Enter another RFQ number, or enter a caret (^) to return to the Process Menu.

```

Enter Primary 2237 Transaction #: 658-96-4
  1  658-96-4-035-0346      OBL  WAL MART
STUFF,BUNCH OF

  2  658-96-4-035-0369      OBL  KONICA MEDICAL CORPO
EVACUATOR ELLIK

  3  658-96-4-035-0382      OBL  M G SCIENTIFIC INC
BAG URINARY LEG (LARGE)

  4  658-96-4-035-0385      OBL  M G SCIENTIFIC INC
CATH 20 FR 30CC

  5  658-96-4-035-0387      OBL  DELL DIRECT SALES
Tape Drive, External, 800 Mb compressed capacity, compatible with TR-1 and

TYPE '^' TO STOP, OR
CHOOSE 1-5: 3          Sent to Purchasing & Contracting
RFQ # 658-96-RFQ-00126 has been added.
Importing 2237 information into the RFQ entry...
Do you wish to import items from an additional 2237? NO//
Building the cross references...
Enter ELECTRONIC SIGNATURE CODE:          Thank you.
REFERENCE DATE: TODAY// t-60 (AUG 18, 1996)
REQD DELIVERY DATE: SEP 24,1996// t-30 (SEP 17, 1996)
QUOTE DUE DATE/TIME: t-45 (SEP 02, 1996)
PRIORITY OF REQUEST: STANDARD//
SHIP TO:      AMBULATORY CARE
DELIVER TO: GREENE@COMPUTER ROOM  Replace
FOB: DESTINATION//
SET ASIDE?: n NO
CONTRACTING OFFICER: Suri,ASHWANI          AS      IRM      PROGRAMMER/ANALYST
Select LINE ITEM NBR: 2//
  LINE ITEM NBR: 2//
  ITEM MASTER FILE NBR:
  DESCRIPTION (SHORT): Bath towel//
  DESCRIPTION:
Bath towel
    
```

How to Make Purchases Using Requests for Quotations

```
Edit? NO//
UNIT OF PURCHASE: EA//
QUANTITY: 10//
SIC CODE:      2842 POLISHES AND SANITATION GOODS
NATIONAL DRUG CODE:
NSN: 6505-30-138-1030
FEDERAL SUPPLY CLASSIFICATION: ?
Answer with FEDERAL SUPPLY CLASSIFICATION NUMBER, or
  ABBREVIATED DESCRIPTION, or GROUP
Do you want the entire 524-Entry FEDERAL SUPPLY CLASSIFICATION List? y (Yes)
Choose from:
  1045      Torpedo and Depth Charge Launchers
  1105      Nuclear Bombs
  1280      Aircraft Bombing FC Components
  1325      Bombs
  1450      Guided Missile Handling/Svc Equip.
  1550      Drones
  1860      Space Survival Equipment
  2305      GROUND EFFECT VEHICLES
  2310      PASSENGER MOTOR VEHICLES
  2320      TRUCKS & TRUCK TRAC. WHEELED
  2330      TRAILERS

FEDERAL SUPPLY CLASSIFICATION: 1550      Drones
MFG PART NO.: 1411-1
LOT NBR: 1234901
SERIAL NBR: 913249-1104-3
HAZARDOUS MATERIAL:
  BOC: 2660 Operating Supplies and Materials//
  Select DELIVERY SCHEDULE: 2//
    DELIVERY SCHEDULE: 2//
    DELIVERY DATE: OCT 24,1996//
    QUANTITY: 7//
    LOCATION: COMPUTER ROOM//
  Select DELIVERY SCHEDULE:
Select LINE ITEM NBR:
Select SOLICITED VENDOR: M G SCIENTIFIC INC//
SOLICITED VENDOR: M G SCIENTIFIC INC//
METHOD: ??
  Enter the code to indicate how you wish the vendor to be contacted.
  Choose from:
    e      ELECTRONIC DATA INTERCHANGE
    m      MANUAL
  METHOD: e ELECTRONIC DATA INTERCHANGE
Select SOLICITED VENDOR:
TRANSMIT TO 'PUBLIC': y YES
SPECIAL REMARKS:
These are special remarks.

Edit? NO// n NO
There are currently 0 lines of Administrative Certification.
Do you wish to add a standard Administrative Certification phrase? YES// n NO
ADMINISTRATIVE CERTIFICATIONS:
  No existing text
  Edit? NO//
Do you wish to view the RFQ? YES//
DEVICE: ;;9999 TELNET      RIGHT MARGIN: 80//

RFQ #: 658-96-RFQ-00126      Status: PENDING QUOTES
Assigned PA: SURI,ASHWANI      Priority: STANDARD
Requesting Service: INFORMATION SYSTEM CENTER
Substation:
Requester: SURI,ASHWANI      Requester's Phone #: 111-2222
RFQ Ref Date: AUG 18,1996      Quote Due Date: SEP 2,1996 16:30
Reqd Delivery Date: SEP 17,1996      FOB: DESTINATION
Ship To: AMBULATORY CARE      Deliver To: GREENE@COMPUTER ROOM
Primary 2237: 658-96-4-035-0382      Set Aside: NO
```

How to Make Purchases Using Requests for Quotations

FCP: 035 SUPPLY OFFICE SUPPLIES

Solicited Vendors:

| Name | Dun & Bradstreet | Method |
|--------------------|------------------|------------|
| M G SCIENTIFIC INC | 155147937 | ELECTRONIC |

Transmit 'PUBLIC': YES

Items on RFQ:

Line #: 1
Item Master #: 139
Origin 2237: 658-96-4-035-0382
Line #: 1
Quantity: 4.00
Unit: CS
SIC Code: 2842 POLISHES AND SANITATION G
Drug Code:
NSN: 6530-01-137-8446
FSC: 6530
M Part #: 150103
Lot #:
Serial #:
Hazmat Code:
BOC: 2660 Operating Supplies and Materials
Vendor Selected:
Vendor's Unit of Purchase:
Vendor's Price:
Destination 2237:
Line #:
Request's Item Description:
BAG URINARY LEG (LARGE) Stock #: 601139 BAG URINARY LEG LARGE
PACKAGING MULTIPLE: 20/CS

Delivery Schedule:

| | |
|-------------------------|-------------------|
| Schedule: 1 | Date: SEP 24,1996 |
| Quantity: 2.00 | |
| Location: COMPUTER ROOM | |
| Schedule: 2 | Date: DEC 8,1996 |
| Quantity: 2.00 | |
| Location: COMPUTER ROOM | |

Line #: 2
Item Master #:
Origin 2237: 658-96-4-035-0382
Line #: 2
Quantity: 10.00
Unit: EA
SIC Code: 2842 POLISHES AND SA
Drug Code:
NSN: 6505-30-138-1030
FSC: 4540
M Part #: 1411-1
Lot #: 1234901
Serial #: 913249-1104-3
Hazmat Code:
BOC: 2660 Operating Supplies and Materials
Vendor Selected:
Vendor's Unit of Purchase:
Vendor's Price:
Destination 2237:
Line #:
Request's Item Description:
Bath towel

Delivery Schedule:

| | |
|-------------------------|-------------------|
| Schedule: 1 | Date: SEP 24,1996 |
| Quantity: 3.00 | |
| Location: COMPUTER ROOM | |
| Schedule: 2 | Date: OCT 24,1996 |
| Quantity: 7.00 | |
| Location: COMPUTER ROOM | |

Special Remarks:

This 2237 is to be used in the RFQ module.

Administrative Certifications:

RFQ's Last Editor: WHITE,BASIL
Date/Time: OCT 17,1996 17:22
RFQ's MailMan Message #:

Vendors Submitting Quotes:

| Name | Dun & Bradstreet | # Items |
|------|------------------|---------|
|------|------------------|---------|

No. of Quotes: 0

No. of 864 Text Messages: 0

Award Justification:

Do you wish to transmit this RFQ to vendors? YES//

How to Make Purchases Using Requests for Quotations

```
MailMan Msg #: 41009
There are no vendors for Manual Solicitation
Enter '^' to Exit or existing RFQ #:^

      New RFQ
      Edit Incomplete RFQ
      Manual Print of RFQ
      View RFQ
      Add Text Message
      Cancel RFQ
      Retransmit RFQ
      Close RFQ to Further Quotes
      Reopen Closed RFQ
      View 864 Text Messages for RFQ
      RFQs Due Report
      Unawarded RFQs by Status Report
      Transmit Unsent / Retransmit 864 Message
      Edit Mode Preference

Select Process Menu Option:
```

4.2.2.4 ScreenMan Form Prompts

Note: required fields are underlined>.

1. Enter the transaction number of the 2237 you wish to assign to the new RFQ at the Enter Primary 2237 Transaction #: prompt.
2. You can import items from additional 2237s if you like. IFCAP will create a new RFQ with cross-references to the 2237(s) you selected.
3. IFCAP will display an RFQ Enter/Edit Screen.
4. Use the tab key to move the cursor to the prompts on the screen. Required prompts are underlined. Word-processing prompts are followed by a (W).
5. At the RFQ Reference Date: prompt, enter the effective date for the RFQ.
6. At the Req'd Delivery Date: prompt, enter the date that you want to receive the goods or services.
7. At the Priority of Request: prompt, enter the priority of receipt of the goods or services. Valid priorities are Emergency, Special, and Standard. Consult your Supply Service for guidance regarding the use of request priorities.
8. At the Quote Due Date/Time: prompt, enter the date and time that quotes are due for receipt from the vendors.
9. At the Ship To: prompt, enter the receiving location of the goods or services, or enter a question mark to see a list of available receiving locations.
10. At the Deliver To: prompt, enter the individual's name and/or the room number for delivery.
11. At the FOB: prompt, enter D for destination or O for origin. An FOB (Freight on Board) of "Destination" means that the vendor item price includes shipping and handling and that the vendor is responsible for the item up to its delivery at the facility. An FOB of "Origin" means that shipping charges are due to the shipper, and generally that the shipper, not the vendor, is responsible for the items in transit.
12. At the Special Remarks: prompt, enter any remarks you want to make about this RFQ.
13. At the Do you wish to add a Administrative Certification?: prompt, enter Y if you wish to use predefined Administrative Certification phrases for inclusion in the RFQ. IFCAP will copy the phrases you choose to the Administrative Certifications word processing field.

14. At the Administrative Certifications(W) prompt, press the Enter key to enter the Administrative Certifications word processing field for editing.
15. At the Set Aside?: prompt, enter Y for 'YES' if the award will be influenced by a set-aside (i.e. race or gender) program.
16. At the Contracting Officer: prompt, enter the name of the Purchasing Agent processing this RFQ. The Contracting Officer must be a Purchasing Agent or manager in Supply Service, and must have a commercial phone number on file.
17. Enter N to see the next page of prompts. IFCAP will display a second edit screen, listing information about the new RFQ.
18. To edit an existing line item, move the cursor until it rests on the line item number and then press the Enter key.
19. To add another line item, move the cursor to the end of the line item list and enter a line number. To delete a line item, move the cursor over the line item number and enter @. If you want to renumber a line item, move the cursor over a line item number and enter a new number. IFCAP will display another edit screen with information about the line item. Most of the items on the RFQ will have probably been imported from a form 2237, but IFCAP allows users to add and delete line items.
20. Use the tab key to move forward through the prompts or the PF4 key to move back to the previous field. You may also enter a caret (^) and the name of a prompt to move to a field you wish to edit. <PF1>+H will display online help on how to navigate through the screens. Required fields are underlined. You can also enter a question mark at these prompts to read help text about each prompt.
21. At the Item Master File #: prompt, enter the item master file number of the item if this item is in the Item Master File. If you do not know the Item Master File number, enter a question mark at the prompt to see the item master list, or enter the first letters in the description of the item to see a list of items beginning with those letters.
22. At the Descr(W): prompt, enter a comprehensive description of the item. This is the description transmitted to the vendors.
23. At the Short: prompt, enter a brief description of the item. This description is displayed internally on some reports and data entry screens within the RFQ options.
24. At the Unit of Purchase: prompt, enter the unit of purchase (boxes, cases, etc.) If you do not know the unit of purchase, enter a question mark at the prompt and IFCAP will list the available units of purchase.
25. At the Quantity: prompt, enter the quantity of units (boxes, cases, etc.) that you want to purchase.
26. At the SIC Code: prompt, enter the Standard Industrial Classification code for the business providing this product. The SIC code will help vendor networks to direct the RFQ to potential vendors.
27. At the Natl Drug Code: prompt, enter the National Drug Code if the item is a drug.
28. At the Natl Stock #: prompt, enter the National Stock Number of the item.
29. At the Federal Supply Class: prompt, enter the Federal Supply Classification of the item.
30. At the Mfg Part #: prompt, enter the manufacturer's part number.
31. At the Lot #: prompt, enter the lot number of the item.
32. At the Serial #: prompt, enter the serial number of the item.

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33. At the Hazmat Code: prompt, enter the code for that hazardous material if the item is a hazardous material.
34. At the BOC: prompt, enter the Budget Object Code for the item. The Budget Object Code is an accounting code that describes what kind of item or service is being procured. IFCAP will use the BOC(s) you enter for the RFQ to generate the purchase orders after a vendor is awarded the purchase.
35. At the Select Delivery Schedule: prompt, press the Enter key if you want all of the items on your request delivered on the required delivery date of the RFQ. To define a delivery schedule for the items on the RFQ, enter a number to represent the delivery schedule. If you enter a delivery schedule for the item, you are notifying the vendor that you want them to deliver different amounts of the items on different days. Make sure that the total number of items among all of the delivery dates equals the total number of items you are ordering.
36. When you are done responding to the prompts, tab to the cursor at the bottom of the screen and select Close. IFCAP will display the item list. Tab to the cursor at the bottom of the screen and select Next Page. IFCAP will display another RFQ screen.
37. At the Select Solicited Vendor: prompt, enter the vendor you will solicit with this RFQ..
38. At the Solicitation Method: prompt, enter the code to indicate whether you want IFCAP to contact this vendor electronically or if you are going to provide information to the vendor manually.
39. At the Transmit to 'Public': prompt, enter Y if you want IFCAP to transmit the RFQ to all potential vendors for the items.
40. When you are finished entering vendors, tab to the Command: prompt at the bottom of the screen, type Close and press the Enter key. IFCAP will display the Command: prompt again, with different choices. Type Save and press the Enter key. Enter a caret (^) to return to the Process Menu.

```
Enter Primary 2237 Transaction #: 0346 658-96-4-035-0346 OBL WAL MART
STUFF,BUNCH OF
      Sent to Purchasing & Contracting
RFQ # 658-96-RFQ-00130 has been added.
Importing 2237 information into the RFQ entry...
Do you wish to import items from an additional 2237? NO//
Enter additional 2237 Transaction #:
Building the cross references...
```

```
Request for Quotation Enter/Edit
RFQ NBR: 658-96-RFQ-00130      Requesting Service: SUPPLY
Status: PENDING QUOTES       Requester: MARTIN,JERRY
Substation:                   Requester's Phone #: 501 370 6631

RFQ Reference Date: OCT 30,1996   Reqd Delivery Date: SEP 1,1996
Priority of Request: STANDARD     Quote Due Date/Time:
Ship To:                        Deliver To: BLDG 41,ROOM 207
FOB: DESTINATION                Special Remarks(W):
Do you wish to add a Administrative Certification? NO
Administrative Certifications(W):
Set Aside?:                     Contracting Officer:

COMMAND:      Next Page                Press <PF1>H for help      Insert
```

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```
Request for Quotation Enter/Edit
RFQ NBR: 658-96-RFQ-00130      Requesting Service: SUPPLY
Status: PENDING QUOTES        Requester: MARTIN,JERRY
Substation:                    Requester's Phone #: 501 370 6631

RFQ Reference Date: OCT 30,1996  Reqd Delivery Date:      DEC 15,1996
Priority of Request: STANDARD     Quote Due Date/Time: NOV 15,1996@16:30
Ship To: PSYCHIATRY             Deliver To: BLDG 41,ROOM 207
FOB: DESTINATION                Special Remarks(W):
Do you wish to add a Administrative Certification?      NO
Administrative Certifications(W):
Set Aside?: NO                  Contracting Officer: SURI,ASHWANI
```

Exit Save Next Page Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

COMMAND: Next Page Press <PF1>H for help Insert

```
Request for Quotation Enter/Edit
RFQ NBR: 658-96-RFQ-00130      Requesting Service: SUPPLY
Status: PENDING QUOTES        Requester: MARTIN,JERRY
Substation:                    Requester's Phone #: 501 370 6631
```

| Item Line # | Short Description |
|-------------|-------------------|
| 1 | STUFF,BUNCH OF |

COMMAND: Next Page Press <PF1>H for help Insert

```
Request for Quotation Enter/Edit
RFQ NBR: 658-96-RFQ-00130      Requesting Service: SUPPLY
Status: PENDING QUOTES        Requester: MARTIN,JERRY
Substation:                    Requester's Phone #: 501 370 6631
```

| | |
|---------------------------------|-----------------------|
| Line Item #: 1 | Item Master File #: |
| Descr(W): Short: STUFF,BUNCH OF | Quantity: 450 |
| Unit of Purchase: CS | Natl Drug Code: |
| SIC Code: | Federal Supply Class: |
| Natl Stock #: | Lot #: |
| Mfg Part #: | Hazmat Code: |
| Serial #: | |
| BOC: 2620 Office Supplies | |
| Select Delivery Schedule: | |

Close Refresh

COMMAND: Close Press <PF1>H for help Insert

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```
Request for Quotation Enter/Edit
RFQ NBR: 658-96-RFQ-00130      Requesting Service: SUPPLY
Status: PENDING QUOTES        Requester: MARTIN,JERRY
Substation:                    Requester's Phone #: 501 370 6631

Item Line #   Short Description
-----
   1          DIET SUPMT VANL LQD 8 OZ

Exit      Save      Next Page      Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

COMMAND: Next Page          Press <PF1>H for help      Insert
```

```
Request for Quotation Enter/Edit
RFQ NBR: 658-96-RFQ-00130      Requesting Service: SUPPLY
Status: PENDING QUOTES        Requester: MARTIN,JERRY
Substation:                    Requester's Phone #: 501 370 6631

Select Solicited Vendor: WAL MART
Transmit to 'PUBLIC':

Exit      Save      Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

COMMAND: Sa                Press <PF1>H for help      Insert
```

```
Request for Quotation Enter/Edit
RFQ NBR: 658-96-RFQ-00130      Requesting Service: SUPPLY
Status: PENDING QUOTES        Requester: MARTIN,JERRY
Substation:                    Requester's Phone #: 501 370 6631

Select Solicited Vendor: WAL MART
+-----+
|Solicited Vendor's Name: WAL MART
|Solicitation Method:
+-----+
```

How to Make Purchases Using Requests for Quotations

```
COMMAND:  Close                      Press <PF1>H for help  Insert
```

```
Request for Quotation Enter/Edit
RFQ NBR: 658-96-RFQ-00130      Requesting Service: SUPPLY
Status: PENDING QUOTES        Requester: MARTIN,JERRY
Substation:                   Requester's Phone #: 501 370 6631
```

```
Select Solicited Vendor: WAL MART
```

```
+-----+
|Solicited Vendor's Name: WAL MART|
|Solicitation Method:           |
|                               |
|                               |
|                               |
+-----+
```

```
COMMAND:  Close                      Press <PF1>H for help  Insert
```

```
Request for Quotation Enter/Edit
RFQ NBR: 658-96-RFQ-00130      Requesting Service: SUPPLY
Status: PENDING QUOTES        Requester: MARTIN,JERRY
Substation:                   Requester's Phone #: 501 370 6631
```

```
Select Solicited Vendor:
Transmit to 'PUBLIC': YES
```

```
Exit      Save      Refresh
```

```
Enter a command or '^' followed by a caption to jump to a specific field.
```

```
COMMAND:  Save                      Press <PF1>H for help  Insert
```

```
Enter your Electronic Signature Code:          Thank you.
Request for Quotation Enter/Edit
RFQ NBR: 658-96-RFQ-00130      Requesting Service: SUPPLY
Status: PENDING QUOTES        Requester: MARTIN,JERRY
Substation:                   Requester's Phone #: 501 370 6631
```

```
Select Solicited Vendor:
Transmit to 'PUBLIC': YES
```

```
Exit      Save      Refresh
```

```
Enter a command or '^' followed by a caption to jump to a specific field.
```

```
COMMAND:  Save                      Press <PF1>H for help  Insert
COMMAND:  Exit                      Press <PF1>H for help  Insert
```

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```
Do you wish to transmit this RFQ to vendors? YES// .
MailMan Msg #: 41059
90 Column Printer for Manual RFQ: laserdp SILVER SPRING LASERDP PRINTER

Device must be a printer supporting 90 characters line.
90 Column Printer for Manual RFQ: dot PRINTERDEV STATION 42 XEROX ROOM

Requested Start Time: NOW// (OCT 30, 1996@12:47:04)
Enter Primary 2237 Transaction #:

    New RFQ
    Edit Incomplete RFQ
    Manual Print of RFQ
    View RFQ
    Add Text Message
    Cancel RFQ
    Retransmit RFQ
    Close RFQ to Further Quotes
    Reopen Closed RFQ
    View 864 Text Messages for RFQ
    RFQs Due Report
    Unawarded RFQs by Status Report
    Transmit Unsent / Retransmit 864 Message
    Edit Mode Preference

Select Process Menu Option:
```

4.2.3 Edit Incomplete RFQ

4.2.3.1 Introduction

This option enables the user to edit an existing, incomplete RFQ.

4.2.3.2 Menu Path

Select Request for Quotation Main Menu from the Purchasing Agent menu.

Select Process Menu from the Request for Quotation Main Menu.

Select Edit Incomplete RFQ from the Process Menu.

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Process Menu

New RFQ
Edit Incomplete RFQ
Manual Print of RFQ
View RFQ
Add Text Message
Cancel RFQ
Retransmit RFQ
Close RFQ to Further Quotes
Reopen Closed RFQ
View 864 Text Messages for RFQ
RFQs Due Report
Unawarded RFQs by Status Report
Transmit Unsent / Retransmit 864 Message
Edit Mode Preference

Select Process Menu Option: Edit Incomplete RFQ
```

4.2.3.3 Prompts

1. Enter an RFQ number or a question mark to see a list of available RFQs. Throughout IFCAP, you can enter the fiscal year and reference number (e.g., 96-00075) when IFCAP prompts you for an RFQ number. IFCAP will display an edit screen listing information about the new RFQ. Use the tab key to move forward through the prompts or the PF4 key to move back to the previous field. You may also enter a caret (^) and the name of a prompt to move to a field you wish to edit. <PF1>+H will display online help on how to navigate through the screens. Required fields are underlined. You can also enter a question mark at these prompts to read help text about each prompt. Throughout the RFQ module the string '(W)' indicates that the field is a word processing field.
2. At the RFQ Reference Date: prompt, enter the effective date for the RFQ.
3. At the Quote Due Date/Time: prompt, enter the date and time that quotes are due for receipt from the vendors.
4. At the Priority of Request: prompt, enter the priority of receipt of the goods or services. Valid priorities are Emergency, Special, and Standard. Consult your Supply Service for guidance regarding the use of request priorities.
5. At the Req'd Delivery Date: prompt, enter the date that you want to receive the goods or services.
6. At the Ship To: prompt, enter the receiving location of the goods or services, or enter a question mark to see a list of available receiving locations.
7. At the Deliver To: prompt, enter the individual's name and/or the room number for delivery.

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8. At the FOB: prompt, enter D for destination or O for origin. An FOB (Freight on Board) of "Destination" means that the vendor item price includes shipping and handling and that the vendor is responsible for the item up to its delivery at the facility. An FOB of "Origin" means that shipping charges are due to the shipper, and generally that the shipper, not the vendor, is responsible for the items in transit.
9. At the Special Remarks(W): prompt, enter any remarks you want to make regarding this RFQ.
10. At the Do you wish to add a Administrative Certification?: prompt, enter Y if you wish to use predefined Administrative Certification phrases for inclusion in the RFQ. IFCAP will copy the phrases you choose to the Administrative Certifications word processing field.
11. Administrative Certifications(W): Press the Enter key to enter the Administrative Certifications word processing field for editing.
12. At the Set Aside?: prompt, enter Y for 'YES' if the award will be influenced by a set-aside (i.e. race or gender) program.
13. At the Contracting Officer: prompt, enter the name of the Purchasing Agent processing this RFQ. The Contracting Officer must be a Purchasing Agent or manager in Supply Service, and must have a commercial phone number on file.
14. Enter N to see the next page of prompts. IFCAP will display a second edit screen, listing information about the new RFQ.
15. To edit an existing line item, move the cursor until it rests on the line item number and then press the Enter key.
16. To add another line item, move the cursor to the end of the line item list and enter a line number. To delete a line item, move the cursor over the line item number and enter @. If you want to renumber a line item, move the cursor over a line item number and enter a new number. IFCAP will display another edit screen with information about the line item. Most of the items on the RFQ will have probably been imported from a form 2237, but IFCAP allows users to add and delete line items.
17. Use the tab key to move forward through the prompts or the PF4 key to move back to the previous field. You may also enter a caret (^) and the name of a prompt to move to a field you wish to edit. <PF1>+H will display online help on how to navigate through the screens. Required fields are underlined. You can also enter a question mark at these prompts to read help text about each prompt.
18. At the Item Master File #: prompt, enter the item master file number of the item if this item is in the Item Master File. If you do not know the Item Master File number, enter a question mark at the prompt to see the item master list, or enter the first letters in the description of the item to see a list of items beginning with those letters.
19. At the Descr(W): prompt, enter a comprehensive description of the item. This is the description transmitted to the vendors.
20. At the Short: prompt, enter a brief description of the item. This description is displayed internally on some reports and data entry screens within the RFQ options.
21. At the Unit of Purchase: prompt, enter the unit of purchase (boxes, cases, etc.) If you do not know the unit of purchase, enter a question mark at the prompt and IFCAP will list the available units of purchase.
22. At the Quantity: prompt, enter the quantity of units (boxes, cases, etc.) that you want to purchase.

23. At the SIC Code: prompt, enter the Standard Industrial Classification code for the business providing this product. The SIC code will help vendor networks to direct the RFQ to potential vendors.
24. At the Natl Drug Code: prompt, enter the National Drug Code if the item is a drug.
25. At the Natl Stock #: prompt, enter the National Stock Number of the item.
26. At the Federal Supply Class: prompt, enter the Federal Supply Classification of the item.
27. At the Mfg Part #: prompt, enter the manufacturer's part number.
28. At the Lot #: prompt, enter the lot number of the item.
29. At the Serial #: prompt, enter the serial number of the item.
30. At the Hazmat Code: prompt, enter the code for that hazardous material if the item is a hazardous material.
31. At the BOC: prompt, enter the Budget Object Code for the item. The Budget Object Code is an accounting code that describes what kind of item or service is being procured.. IFCAP will use the BOC(s) you enter for the RFQ to generate the purchase orders after a vendor is awarded the purchase.
32. At the Select Delivery Schedule: prompt, press the Enter key if you want all of the items on your request delivered on the required delivery date of the RFQ. To define a delivery schedule for the items on the RFQ, enter a number to represent the delivery schedule. If you enter a delivery schedule for the item, you are notifying the vendor that you want them to deliver different amounts of the items on different days. Make sure that the total number of items among all of the delivery dates equals the total number of items you are ordering.
33. When you are done responding to the prompts, tab to the cursor at the bottom of the screen and select Close. IFCAP will display the item list. Tab to the cursor at the bottom of the screen and select Next Page. IFCAP will display another RFQ screen.
34. At the Select Solicited Vendor: prompt, enter the vendor you will solicit with this RFQ..
35. At the Solicitation Method: prompt, enter the code to indicate whether you want IFCAP to contact this vendor electronically or if you are going to provide information to the vendor manually.
36. At the Transmit to 'Public': prompt, enter Y if you want IFCAP to transmit the RFQ to all potential vendors for the items.
37. When you are finished entering vendors, tab to the Command: prompt at the bottom of the screen, type Close and press the Enter key. IFCAP will display the Command: prompt again, with different choices. Type Save and press the Enter key. Enter a caret (^) to return to the Process Menu.

| | | |
|--|--|------------|
| Enter '^' to Exit or existing RFQ #: | 658-96-RFQ-00083 | INCOMPLETE |
| 658-96-4-060-0104 | | |
| | Request for Quotation Enter/Edit | |
| RFQ NBR: 658-96-RFQ-00082 | Requesting Service: | |
| Status: INCOMPLETE | Requestor: CARLI,CAROL | |
| Substation: | Requestor's Phone #: 769-2464 | |
| RFQ Reference Date: MAY 30,1996 | Quote Due Date/Time: | |
| Priority of Request: STANDARD | Reqd Delivery Date: JUN 29,1996 | |
| Ship To: | Deliver To: | |
| FOB: DESTINATION | Special Remarks(W): | |
| Do you wish to add a Administrative Certification? | NO | |
| Administrative Certifications(W): | | |
| Set Aside?: | Contracting Officer: DINNEVILLE,ROBERT R | |
| Exit Save Next Page Refresh | | |

How to Make Purchases Using Requests for Quotations

```
COMMAND:                                     Press <PF1>H for help   Insert
Request for Quotation Enter/Edit
RFQ NBR: 658-96-RFQ-00082                   Requesting Service:
Status: INCOMPLETE                           Requestor: CARLI,CAROL
Substation:                                  Requestor's Phone #: 769-2464

  Item Line #   Short Description
  -----
+-----+-----+
|Line Item #: 1                               Item Master File #:
|Descr(W):   Short:
|Unit of Purchase:
|SIC Code:
|Natl Stock #:
|Mfg Part #:
|Serial #:
|BOC:
|Select Delivery Schedule:
+-----+-----+

Close      Refresh
           Request for Quotation Enter/Edit
RFQ NBR: 658-96-RFQ-00083                   Requesting Service:
Status: INCOMPLETE                           Requestor: VASSAR,CAROL
Substation:                                  Requestor's Phone #: 111-3333

Select Solicited Vendor: SAM'S
Transmit to 'PUBLIC':

Enter '^' to Exit or existing RFQ #:

  New RFQ
  Edit Incomplete RFQ
  Manual Print of RFQ
  View RFQ
  Add Text Message
  Cancel RFQ
  Retransmit RFQ
  Close RFQ to Further Quotes
  Reopen Closed RFQ
  View 864 Text Messages for RFQ
  RFQs Due Report
  Unawarded RFQs by Status Report
  Transmit Unsent / Retransmit 864 Message
  Edit Mode Preference

Select Process Menu Option:
```

4.2.4 Manual Print of RFQ

4.2.4.1 Introduction

This option is used to print a manual RFQ.

4.2.4.2 Menu Path

Select Request for Quotation Main Menu from the Purchasing Agent menu.
Select Process Menu from the Request for Quotation Main Menu.

Select Manual Print of RFQ from the Process Menu.

```

Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Process Menu

New RFQ
Edit Incomplete RFQ
Manual Print of RFQ
View RFQ
Add Text Message
Cancel RFQ
Retransmit RFQ
Close RFQ to Further Quotes
Reopen Closed RFQ
View 864 Text Messages for RFQ
RFQs Due Report
Unawarded RFQs by Status Report
Transmit Unsent / Retransmit 864 Message
Edit Mode Preference

Select Process Menu Option: Manual Print of RFQ
    
```

4.2.4.3 Prompts

1. Enter an RFQ number or a question mark to see a list of available RFQs.
2. Enter an output device for the RFQ. IFCAP will send the RFQ to the output device you selected for every vendor declared to receive manual solicitation for this RFQ.
3. Enter another RFQ number at the Select Request for Quotation RFQ Nbr: prompt, or press the Enter key to return to the Process Menu.

```

Select REQUEST FOR QUOTATION RFQ NBR:      658-96-RFQ-00083      PENDING QUOTES
658-96-4-060-0104
DEVICE: LASERDP  RIGHT MARGIN: 80// 90
FORM APPROVED OMB NO. 2900-0445  PAGE: 1

-----
REQUEST FOR MANUAL QUOTATIONS | The Notice of Small Business-Small Purchase Set-
Aside                          |
(this is not an order)        | on the last page of this form
                               | ____is ____is not applicable.
-----

1. REQUEST NO. | 2. DATE ISSUED | 3. REQUISITION/PURCHASE REQUEST | 4. CERT. FOR. NAT.
|RATING
                               | NO.
                               | 658-96-RFQ-00083
                               | DEF. UNDER BDSA
                               | REG.2 AND/OR DMS
                               | REG.1->
    
```


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within the tolerances specified using conversion tables contained in the latest revision of Federal Standard No. 376 and all other requirements of this document are met.

If a product is manufactured to metric dimensions and those dimensions exceed the tolerances specified in the inch-pound units, a request should be made to the Contracting Officer to determine if the product is acceptable. The Contracting Officer, in concert with COTR (Contracting Officer's Technical Representative) will accept or reject the product.

| 13. DISCOUNT FOR PROMPT PAYMENT--- | 10 CALENDAR DAYS | 20 CALENDAR DAYS | 30 CALENDAR DAYS | CALENDAR DAYS |
|------------------------------------|------------------|------------------|------------------|---------------|
| % | % | % | % | % |
| | | | | |

NOTE: Last page must also be completed by the quoter.

| | | | |
|---|--|--|-------------------------|
| 14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP code) | 15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION | | DATE |
| _____ _____ _____ | _____ _____ _____ | | _____ _____ _____ |
| 16. QUOTATION NO. | 17. NAME AND TITLE OF SIGNER (Type or print) | | 18. PHONE (area code) |
| _____ _____ | _____ _____ | | _____ _____ |

REPRESENTATIONS, CERTIFICATIONS, AND PROVISIONS

The following representation applies when the contract is to be performed inside the United States, its territories or possessions, the Trust Territory of the Pacific Islands, or the District of Columbia.

52.219-1 SMALL BUSINESS CONCERN REPRESENTATION (JAN 1991)

The offeror represents and certifies as part of its offer that it _ is, _ is not a small business concern and that _ all, _ not all end items to be furnished will be manufactured or produced by a small business concern in the United States, its territories or possessions, Puerto Rico, of the Trust Territory of the Pacific Islands. "Small business concern," as used in this provision, means a concern including its affiliates, that is independently owned and operated not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in this solicitation.

Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

How to Make Purchases Using Requests for Quotations

- (1) Be punished by imposition of fine, imprisonment or both;
- (2) Be subject to administrative remedies, including suspension and debarment; and
- (3) Be ineligible for participation in programs conducted under authority of the Act.

The following provision is applicable if required on the first page of this form:

52.219-4 NOTICE OF SMALL BUSINESS-SMALL PURCHASE SET-ASIDE (AUG 88)

Quotations under this acquisition are solicited from small business concerns only. If this purchase is for supplies, it will be made only from a small business concern furnishing its own manufactured product, or from a small business concern providing the product of another manufacturer. In either case, such product must be manufactured or produced in the United States, its territories or possessions, Puerto Rico, or the Trust Territory of the Pacific Islands. Quotations that are not from a small business shall not be considered and shall be rejected.

PAGE 3

852.219-70 VETERAN-OWNED SMALL BUSINESS (DEC 90)

The offeror represents that the firm submitting this offer ___ is ___ is not, a veteran-owned small business, ___ is ___ is not, a Vietnam era veteran-owned small business, and ___ is ___ is not, a disabled veteran-owned small business. A veteran-owned small business is defined as a small business, at least 51 percent of which is owned by a veteran, who also controls and operates the business. Control in this context means exercising the power to make policy decisions. Operate in this context means actively involved in day-to-day management. For the purpose of this definition, eligible veterans include:

- (a) A person who served in the U.S. Armed Forces and who was discharged or released under conditions other than dishonorable.
- (b) Vietnam era veterans who served for a period of more than 180 days, any part of which was between August 5, 1964 and May 7, 1975, and were discharged under conditions other than dishonorable.
- (c) Disabled veterans with a minimum of compensable disability of 30 percent, or a veteran who was discharged for disability.

Failure to execute this representation will be deemed a minor informality and the bidder or offeror shall be permitted to satisfy the requirement prior to award (see FAR 14.405)

Exception to SF-18
Approved by OIRM_____

Page 4
--LAST PAGE--

SF-18 ADP (Rev 10-83)

Use this option to print the 90 column manual quotation form to a printer.

Select REQUEST FOR QUOTATION RFQ NBR:

New RFQ

```
Edit Incomplete RFQ
Manual Print of RFQ
View RFQ
Add Text Message
Cancel RFQ

Retransmit RFQ

Close RFQ to Further Quotes
Reopen Closed RFQ
View 864 Text Messages for RFQ
RFQs Due Report
Unawarded RFQs by Status Report
Transmit Unsent / Retransmit 864 Message
Edit Mode Preference

Select Process Menu Option:
```

4.2.5 View RFQ

4.2.5.1 Introduction

This option enables the user to view the request portion of a Request for Quotation (RFQ) entry.

4.2.5.2 Menu Path

```
Purchase Orders Menu ...
  Display/Print Menu ...
  P&C Utilities Menu ...
  Management Reports Menu ...
  Request Further Clarification or Return to Service
  EDI/RFQ Reports
  Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

  Process Menu ...
  Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Process Menu

  New RFQ
  Edit Incomplete RFQ
  Manual Print of RFQ
  View RFQ
  Add Text Message
  Cancel RFQ
  Retransmit RFQ
  Close RFQ to Further Quotes
  Reopen Closed RFQ
  View 864 Text Messages for RFQ
  RFQs Due Report
  Unawarded RFQs by Status Report
  Transmit Unsent / Retransmit 864 Message
  Edit Mode Preference

Select Process Menu Option: View RFQ
```

4.2.5.3 Prompts

1. Enter an RFQ number, or enter a question mark to see a list of available RFQs.
2. Enter an output device. IFCAP will send the RFQ to the output device that you selected.

How to Make Purchases Using Requests for Quotations

3. Enter another RFQ number at the Select Request for Quotation RFQ Nbr: prompt, or press the Enter key to return to the Process Menu.

| | | | |
|---|---------------------------------------|----------------------|-------------------|
| Select RFQ: | 658-96-RFQ-00083 | PENDING QUOTES | 658-96-4-060-0104 |
| DEVICE: | LASERDP | RIGHT MARGIN: | 80// |
| RFQ #: | 658-96-RFQ-00083 | Status: | PENDING QUOTES |
| Assigned PA: | | Priority: | STANDARD |
| Requesting Service: | | | |
| Substation: | | | |
| Requestor: | VASSAR,CAROL | Requestor's Phone #: | 111-3333 |
| RFQ Ref Date: | | Quote Due Date/Time: | |
| Reqd Delivery Date: | AUG 5,1996 | FOB: | ORIGIN |
| Ship To: | | Deliver To: | BLDG 4 |
| Primary 2237: | 658-96-4-060-0104 | Set Aside: | |
| FCP: | 060 FISCAL SVC | | |
| Solicited Vendors: | | | |
| Name | | Dun & Bradstreet | Method |
| SAM'S | | | |
| Transmit 'PUBLIC': | | | |
| Items on RFQ: | | | |
| Line #: 1 | | Item Master #: | 25 |
| Origin 2237: | 658-96-4-060-0104 | Line #: | 1 |
| Quantity: | 30.00 | Unit: | CS |
| SIC Code: | | Drug Code: | |
| NSN: | | FSC: | 8915 |
| M Part #: | | Lot #: | |
| Serial #: | | Hazmat Code: | |
| BOC: | 2660 Operating Supplies and Materials | | |
| Vendor Selected: | | | |
| Vendor's Unit of Purchase: | | Vendor's Price: | |
| Destination 2237: | | Line #: | |
| Request's Item Description: | | | |
| RANCH FRIES, NATURAL WEDGE CUT W/PEEL ON, 30 LB CS, FG 3 RANCH FRIES, | | | |
| NATURAL WEDGE CUT W/PEEL ON, 30 LB CS, FG 3 | | | |
| PACKAGING MULTIPLE: | 30/CS | | |
| Delivery Schedule: | | | |
| Special Remarks: | | | |
| Administrative Certifications: | | | |
| RFQ's Last Editor: | WHITE,BASIL | Date/Time: | JUL 31,1996 10:39 |
| RFQ's MailMan Message #: | | | |
| Vendors Submitting Quotes: | | | |
| Name | | Dun & Bradstreet | # Items |
| No. of Quotes: | 0 | | |
| No. of 864 Text Messages: | 0 | | |
| Award Justification: | | | |
| Select RFQ: | | | |
| New RFQ | | | |
| Edit Incomplete RFQ | | | |
| Manual Print of RFQ | | | |
| View RFQ | | | |
| Add Text Message | | | |
| Cancel RFQ | | | |
| Retransmit RFQ | | | |
| Close RFQ to Further Quotes | | | |
| Reopen Closed RFQ | | | |
| View 864 Text Messages for RFQ | | | |

```

RFQs Due Report
Unawarded RFQs by Status Report
Transmit Unsent / Retransmit 864 Message
Edit Mode Preference
Select Process Menu Option:
    
```

4.2.6 Add Text Message

4.2.6.1 Introduction

This option enables the user to enter an 864 transaction Text Message, specify recipients, and transmit the message electronically to the recipients.

4.2.6.2 Menu Path

1. Select Request for Quotation Main Menu from the Purchasing Agent menu.
2. Select Process Menu from the Request for Quotation Main Menu.
3. Select Add Text Message from the Process Menu.

4.2.6.3 Prompts

1. Enter your electronic signature code.
2. Enter an RFQ number, or enter a question mark to see a list of available RFQs. You can also select an RFQ by entering the number of a Form 2237 associated with that RFQ. IFCAP will display a screen listing the RFQ number and the explicit recipients of the original RFQ. Use the tab key to move forward through the prompts or the PF4 key to move back to the previous field. You may also enter a caret (^) and the name of a prompt to move to a field you wish to edit. <PF1>+H will display online help on how to navigate through the screens. Required fields are underlined. You can also enter a question mark at these prompts to read help text about each prompt.
3. At the Message Description: prompt, enter the subject of the message.
4. At the Text(W): prompt, press the Enter key at this prompt to enter your message.
5. At the Public Transmission: prompt, enter Y to broadcast this message to all vendors on the network.
6. At the Explicit Recipients: prompt, enter any additional electronic vendors whom you want to receive this message.
7. Use the tab key to move to the Command: prompt at the bottom of the screen. Enter save at the prompt.
8. Enter Exit at the Command: prompt.
9. IFCAP will ask you if you want to transmit the message to the vendors. If you answer yes, IFCAP will display the MailMan message number assigned to your message. IFCAP will return to the Process Menu.

```

Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
Assign a Request to Purchasing Agent
EDI/RFQ Reports
Reconciliation Report - Purchase Card
Request for Quotation Main Menu ...
    
```

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```
Split a Request in PPM
Select Purchasing Agent Option: Request for Quotation Main Menu

    Process Menu ...
    Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Process Menu

    New RFQ
    Edit Incomplete RFQ
    Manual Print of RFQ
    View RFQ
    Add Text Message
    Cancel RFQ
    Retransmit RFQ
    Close RFQ to Further Quotes
    Reopen Closed RFQ
    View 864 Text Messages for RFQ
    RFQs Due Report
    Unawarded RFQs by Status Report
    Transmit Unsent / Retransmit 864 Message
    Edit Mode Preference

Select Process Menu Option: Add Text Message
Please enter your electronic signature code:    Thank you.

Enter RFQ #: 0625 658-96-3-036-0625    OBL KENDALL HEALTHCARE P
DIAPERS-ADULT X-LG
    658-96-RFQ-00070    KF    PENDING QUOTES    658-96-3-036-0625
    Request for Quotation #: 658-96-RFQ-00070

Message Description:
Update unit quote
Text(W):    Your Commercial Phone #: 301-427-3731
Public Transmission: YES
Explicit Recipients:
DOW PHARMACEUTICALS
WITCO CHEMICAL

Exit    Save    Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

COMMAND: Save    Press <PF1>H for help    Insert

Exit    Save    Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

COMMAND: Exit    Press <PF1>H for help    Insert

Do you wish to transmit this message to the vendors? YES// .
MailMan Msg #: 39515

    New RFQ
    Edit Incomplete RFQ
    Manual Print of RFQ
    View RFQ
    Add Text Message
    Cancel RFQ
```

```

Retransmit RFQ
Close RFQ to Further Quotes
Reopen Closed RFQ
View 864 Text Messages for RFQ
RFQs Due Report
Unawarded RFQs by Status Report
Transmit Unsent / Retransmit 864 Message
Edit Mode Preference
Select Process Menu Option:
    
```

4.2.7 Cancel RFQ

4.2.7.1 Introduction

This option sets the RFQ status to 'Cancelled', and the worksheet file entry back to 'Sent to Purchasing and Contracting.' If the RFQ has been transmitted electronically, IFCAP sends an RFQ Cancellation 840 Transaction. The user can copy a cancelled RFQ into a new RFQ for editing and transmission. In this case, IFCAP attaches the 2237s to the new RFQ and applies the status 'Held in P&C Pending Return of Quotations' to the Request Worksheet file entries.

4.2.7.2 Menu Path

1. Select Request for Quotation Main Menu from the Purchasing Agent menu.
2. Select Process Menu from the Request for Quotation Main Menu.
3. Select Cancel RFQ from the Process Menu.

```

Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...
Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...
Select Request for Quotation Main Menu Option: Process Menu

New RFQ
Edit Incomplete RFQ
Manual Print of RFQ
View RFQ
Add Text Message
Cancel RFQ
Retransmit RFQ
Close RFQ to Further Quotes
Reopen Closed RFQ
View 864 Text Messages for RFQ
RFQs Due Report
Unawarded RFQs by Status Report
Transmit Unsent / Retransmit 864 Message
Edit Mode Preference
Select Process Menu Option: Cancel RFQ
    
```

4.2.7.3 Prompts

1. Enter the number of the RFQ you want to cancel. If you do not know the entire number, you can enter the suffix ('0625' in the example below) or enter a question mark and IFCAP will list the available RFQs.
2. Enter N at the Do You Wish To Review A Synopsis Of This RFQ?: prompt to skip the RFQ synopsis.
3. If you enter Y at the Do You Wish To Review A Synopsis Of This RFQ?: prompt, IFCAP will show the identification codes associated with the RFQ, the status of the RFQ, the delivery dates, and information about the items on the RFQ.
4. If you enter N at the Is This The Correct RFQ?: prompt, IFCAP will prompt you for another RFQ number.
5. If you enter Y at the Is This The Correct RFQ?: prompt, IFCAP will prompt you for your electronic signature code. Enter your signature code. If IFCAP transmitted the RFQ electronically, IFCAP will display the reason for cancellation that it generates from a template.
6. If you enter Y at the Edit?: prompt, IFCAP will display a word processing screen with the default cancellation message. IFCAP will display the MailMan message number of the cancellation message and ask you if you want to copy the RFQ into a new RFQ entry.
7. If you answer Y at the Do You Wish To Copy This RFQ Into A New RFQ Entry?: prompt, IFCAP will display the new RFQ number and allow you to edit the new RFQ (see the section in this chapter entitled 'Edit Incomplete RFQ'.)
8. If you answer N at the Do You Wish To Copy This RFQ Into A New RFQ Entry?: prompt, IFCAP will display the change in the status of the 2237 on which the cancelled RFQ was based.
9. If you answer N at the Do You Wish To Copy This RFQ Into A New RFQ Entry?: prompt, IFCAP will display the Select RFQ To Cancel: prompt. Enter another RFQ to cancel at the Select RFQ To Cancel: prompt, or press the Enter key to return to the Process Menu.
10. If you answer Y at the Do You Wish To Copy This RFQ Into A New RFQ Entry?: prompt, IFCAP will copy the RFQ into a new entry and display the number of the new RFQ. You may edit the new RFQ, or enter N at the Do You Wish To Edit This New RFQ Now?: prompt to return to the Process Menu.

```

Select RFQ to Cancel:      658-96-RFQ-00070      KF      PENDING QUOTES      658-96
-3-036-0625
Do you wish to review a synopsis of this RFQ? YES//

RFQ #: 658-96-RFQ-00070      Status: PENDING QUOTES
Assigned PA: FOSTER,KIM      Priority: STANDARD
Requesting Service: 1040
Substation:
Contact: MANN,RENEE      Requestor's Phone #: 501-661-1202
RFQ Ref Date: JUL 3,1996      Quote Due Date/Time: AUG 7,1996 16:30
Reqd Delivery Date: AUG 30,1996      FOB: DESTINATION
Ship To: 143-RECEIVING      Deliver To: BLDG 41, RM 222B
Primary 2237: 658-96-3-036-0625      Set Aside:
FCP: 036 SUPPLY SPD
Solicited Vendors:
Name      Dun & Bradstreet Method
Transmit 'PUBLIC': YES
Items on RFQ:
Line #: 1      Item Master #: 12250
Origin 2237: 658-96-3-036-0625      Line #: 1
Quantity: 30.00      Unit: CS
    
```

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```
Description:
DIAPERS-ADULT X-LG Stock #: 9309 DIAPERS ADULT EXTRA-LARGE WAIST 59"
X 64" PACKAGING MULTIPLE: 72/CS

Delivery Schedule:
Line #: 2                               Item Master #: 501

Origin 2237: 658-96-3-036-0626        Line #: 1
Quantity: 33.00                        Unit: CS
Description:
TUBING YANKAUER 6' Stock #: DYND50135 TUBING SUCTION YANKAUER W/6FT
NON CONDUCTIVE PLASTIC TUBING PACKAGING MULTIPLE: 20/CS

Delivery Schedule:
Line #: 3                               Item Master #: 4387
Origin 2237: 658-96-3-036-0626        Line #: 2
Quantity: 33.00                        Unit: CS
Description:
CUP, DENTURE, PLAS 8 OZ Stock #: DYND70290 CUP, DENTURE , PLASTIC, 8
OZ CAPACITY, 3-1/2 INCH DIAMETER AT TOP, 3-1/16 INCH DIAMETER AT
BOTTOM 2-1/8 INCHES DEEP, BLUE OR GREEN BASE, WHITE OR GRAY SNAP
OVER TYPE LID;BEARS LEGEND "DENTURES" AND SPACE FOR WRITING NAME AND
ROOM NUMBER WITH PEN;DESIGNED FOR STACKING;250S PACKAGING MULTIPLE:
250/CS

Delivery Schedule:
Special Remarks:

Administrative Certifications:

Vendors Submitting Quotes:
Name                               Dun & Bradstreet   # Items
BARD/UROLOGICAL & RADIOLOGY DI    042952390           3
MEDLINE INDUSTRIES INC             025460908           1

No. of Quotes: 2

No. of 864 Text Messages: 5

Is this the correct RFQ? NO// y YES
Enter ELECTRONIC SIGNATURE CODE:           Thank you.
Reason for Cancellation:
This is to notify you that RFQ #: 658-96-RFQ-00070 has
been cancelled.

Edit? NO// y YES

==[ WRAP ]==[ INSERT ]=====< Reason for Cancellation >===== [ <PF1>H=Help ]=====
This is to notify you that RFQ #: 658-96-RFQ-00070 has
been cancelled.

<=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T=====
MailMan Msg #: 39578
Do you wish to copy this RFQ into a new RFQ entry? NO// y YES
Copying this RFQ into a new entry...
RFQ # 688-96-RFQ-00053 has been added.
Do you wish to edit this new RFQ now? YES// n NO

New RFQ
Edit Incomplete RFQ
Manual Print of RFQ
```

How to Make Purchases Using Requests for Quotations

| |
|--|
| <p>View RFQ Add Text Message Cancel RFQ Retransmit RFQ Close RFQ to Further Quotes Reopen Closed RFQ View 864 Text Messages for RFQ RFQs Due Report Unawarded RFQs by Status Report Transmit Unsent / Retransmit 864 Message Edit Mode Preference</p> <p>Select Process Menu Option:</p> |
|--|

4.2.8 Retransmit RFQ

4.2.8.1 Introduction

This option enables the user to retransmit an RFQ in 'PENDING QUOTES' status in the event of a transmission error during an earlier attempt.

4.2.8.2 Menu Path

1. Select Request for Quotation Main Menu from the Purchasing Agent menu.
2. Select Process Menu from the Request for Quotation Main Menu.
3. Select Retransmit RFQ from the Process Menu.

```

Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Process Menu

New RFQ
Edit Incomplete RFQ
Manual Print of RFQ
View RFQ
Add Text Message
Cancel RFQ
Retransmit RFQ
Close RFQ to Further Quotes
Reopen Closed RFQ
View 864 Text Messages for RFQ
RFQs Due Report
Unawarded RFQs by Status Report
Transmit Unsent / Retransmit 864 Message
Edit Mode Preference

Select Process Menu Option: Retransmit RFQ
    
```

4.2.8.3 Prompts

1. Enter the number of the RFQ you want to retransmit. IFCAP will display a brief description of the item(s) on the RFQ.
2. Enter N at the Do You Wish To Review A Synopsis Of This RFQ?: prompt to skip the RFQ synopsis.
3. If you enter Y at the Do You Wish To Review A Synopsis Of This RFQ?: prompt, IFCAP will show the identification codes associated with the RFQ, the status of the RFQ, the delivery dates, and information about the items on the RFQ.
4. If you enter N at the Is This The Correct RFQ?: prompt, IFCAP will prompt you for another RFQ number.
5. If you enter Y at the Is This The Correct RFQ?: prompt, IFCAP will display the MailMan message number assigned to the retransmitted RFQ.
6. Enter another RFQ number at the Select RFQ To Retransmit: prompt, or press the Enter key to return to the Process Menu.

```

Select RFQ to retransmit: 0331 658-96-4-035-0331 OBL KONICA MEDICAL CORPO
GLOVES, LATEX, MEDIUM, POWDERED
658-96-RFQ-00081 KF PENDING QUOTES 658-96-4-035-0331
Do you wish to review a synopsis of this RFQ? YES//

RFQ #: 658-96-RFQ-00081 Status: PENDING QUOTES
Assigned PA: FOSTER,KIM Priority: STANDARD
Requesting Service: SUPPLY
Substation:
    
```

How to Make Purchases Using Requests for Quotations

| | |
|---|---------------------------------------|
| Requestor: FOSTER,KIM | Requestor's Phone #: 501-688-1655 |
| RFQ Ref Date: JUL 30,1996 | Quote Due Date/Time: AUG 6,1996 16:30 |
| Reqd Delivery Date: SEP 3,1996 | FOB: DESTINATION |
| Ship To: 143-RECEIVING | Deliver To: BLDG 41, RM 222 |
| Primary 2237: 658-96-4-035-0331 | Set Aside: |
| FCP: 035 SUPPLY OFFICE SUPPLIES | |
| Solicited Vendors: | |
| Name | Dun & Bradstreet Method |
| KONICA MEDICAL CORPORATION | 069293090 ELECTRONIC |
| Transmit 'PUBLIC': YES | |
| Items on RFQ: | |
| Line #: 1 | Item Master #: |
| Origin 2237: 658-96-4-035-0331 | Line #: 1 |
| Quantity: 12.00 | Unit: BX |
| Description: | |
| GLOVES, LATEX, MEDIUM, POWDERED Stock #: 123-33 | |
| Delivery Schedule: | |
| Schedule: 1 | Date: SEP 4,1996 |
| Quantity: 5.00 | |
| Location: BLDG 41, RM 222B | |
| Schedule: 2 | Date: SEP 17,1996 |
| Quantity: 7.00 | |
| Location: BLDG 41, RM 222B | |
| Line #: 2 | Item Master #: |
| Origin 2237: 658-96-4-035-0331 | Line #: 2 |
| Quantity: 12.00 | Unit: BX |
| Description: | |
| GLOVES, LATEX, SMALL, POWDERED Stock #: 123-44 | |
| Delivery Schedule: | |
| Schedule: 1 | Date: SEP 4,1996 |
| Quantity: 6.00 | |
| Location: BLDG 41, RM 222B | |
| Schedule: 2 | Date: SEP 17,1996 |
| Quantity: 6.00 | |
| Location: BLDG 41, RM 222B | |
| Special Remarks: | |
| Administrative Certifications: | |
| Vendors Submitting Quotes: | |
| Name | Dun & Bradstreet # Items |
| KONICA MEDICAL CORPORATION | 069293090 2 |
| M G SCIENTIFIC INC | 155147937 2 |
| No. of Quotes: 2 | |
| No. of 864 Text Messages: 3 | |
| Is this the correct RFQ? NO// | |
| MailMan Msg #: 39610 | |
| Select RFQ to retransmit: | |
| New RFQ | |
| Edit Incomplete RFQ | |
| Manual Print of RFQ | |
| View RFQ | |
| Add Text Message | |
| Cancel RFQ | |
| Retransmit RFQ | |
| Close RFQ to Further Quotes | |
| Reopen Closed RFQ | |
| View 864 Text Messages for RFQ | |

| |
|---|
| RFQs Due Report Unawarded RFQs by Status Report Transmit Unsent / Retransmit 864 Message Edit Mode Preference Select Process Menu Option: |
|---|

4.2.9 Close RFQ to Further Quotes

4.2.9.1 Introduction

This option enables the Purchasing Agent to set the status of the RFQ to 'CLOSED'. If the RFQ has been transmitted electronically, this option also sends an 864 Text Message informing vendors that the RFQ is now closed.

Note: Information Resources Management Service can schedule a background task that will automatically close RFQs on their due dates.

4.2.9.2 Menu Path

1. Select Request for Quotation Main Menu from the Purchasing Agent menu.
2. Select Process Menu from the Request for Quotation Main Menu.
3. Select Close RFQ to Further Quotes from the Process Menu.

How to Make Purchases Using Requests for Quotations

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Process Menu

New RFQ
Edit Incomplete RFQ
Manual Print of RFQ
View RFQ
Add Text Message
Cancel RFQ
Retransmit RFQ
Close RFQ to Further Quotes
Reopen Closed RFQ
View 864 Text Messages for RFQ
RFQs Due Report
Unawarded RFQs by Status Report
Transmit Unsent / Retransmit 864 Message
Edit Mode Preference

Select Process Menu Option: Close RFQ to Further Quotes
```

4.2.9.3 Prompts

1. Enter the number of the RFQ you want to close. IFCAP will display a brief description of the item(s) on the RFQ.
2. Enter N at the Do You Wish To Review A Synopsis Of This RFQ?: prompt to skip the RFQ synopsis. If you enter Y at the Do You Wish To Review A Synopsis Of This RFQ?: prompt, IFCAP will show the identification codes associated with the RFQ, the status of the RFQ, the delivery dates, and information about the items on the RFQ.
3. If you enter N at the Is This The Correct RFQ?: prompt, IFCAP will prompt you for another RFQ number.
4. If you enter Y at the Is This The Correct RFQ?: prompt, IFCAP will prompt you to enter your electronic signature code. After you enter your electronic signature code, IFCAP will display the MailMan message number assigned to the notification message that indicated that the RFQ is now closed.
5. Enter another RFQ number at the Select RFQ To Close: prompt, or press the Enter key to return to the Process Menu.

```
Select RFQ to Close: 658-96-RFQ-00081 KF PENDING QUOTES 658-96-
4-035-0331
Do you wish to review a synopsis of this RFQ? YES//

RFQ #: 658-96-RFQ-00081 Status: PENDING QUOTES
Assigned PA: FOSTER,KIM Priority: STANDARD
Requesting Service: SUPPLY
Substation:
```

How to Make Purchases Using Requests for Quotations

| | |
|---|---------------------------------------|
| Contact: FOSTER,KIM | Requestor's Phone #: 501-688-1655 |
| RFQ Ref Date: JUL 30,1996 | Quote Due Date/Time: AUG 6,1996 16:30 |
| Reqd Delivery Date: SEP 3,1996 | FOB: DESTINATION |
| Ship To: 143-RECEIVING | Deliver To: BLDG 41, RM 222 |
| Primary 2237: 658-96-4-035-0331 | Set Aside: |
| FCP: 035 SUPPLY OFFICE SUPPLIES | |
| Solicited Vendors: | |
| Name | Dun & Bradstreet Method |
| KONICA MEDICAL CORPORATION | 069293090 ELECTRONIC |
| Transmit 'PUBLIC': YES | |
| Items on RFQ: | |
| Line #: 1 | Item Master #: |
| Origin 2237: 658-96-4-035-0331 | Line #: 1 |
| Quantity: 12.00 | Unit: BX |
| Description: | |
| GLOVES, LATEX, MEDIUM, POWDERED Stock #: 123-33 | |
| Delivery Schedule: | |
| Schedule: 1 | Date: SEP 4,1996 |
| Quantity: 5.00 | |
| Location: BLDG 41, RM 222B | |
| Schedule: 2 | Date: SEP 17,1996 |
| Quantity: 7.00 | |
| Location: BLDG 41, RM 222B | |
| Line #: 2 | Item Master #: |
| Origin 2237: 658-96-4-035-0331 | Line #: 2 |
| Quantity: 12.00 | Unit: BX |
| Description: | |
| GLOVES, LATEX, SMALL, POWDERED Stock #: 123-44 | |
| Delivery Schedule: | |
| Schedule: 1 | Date: SEP 4,1996 |
| Quantity: 6.00 | |
| Location: BLDG 41, RM 222B | |
| Schedule: 2 | Date: SEP 17,1996 |
| Quantity: 6.00 | |
| Location: BLDG 41, RM 222B | |
| Special Remarks: | |
| Administrative Certifications: | |
| Vendors Submitting Quotes: | |
| Name | Dun & Bradstreet # Items |
| KONICA MEDICAL CORPORATION | 069293090 2 |
| M G SCIENTIFIC INC | 155147937 2 |
| No. of Quotes: 2 | |
| No. of 864 Text Messages: 3 | |
| Is this the correct RFQ? NO// | |
| Enter ELECTRONIC SIGNATURE CODE: | Thank you.. |
| MailMan Msg #: 39621 | |
| Select RFQ to Close: | |
| New RFQ | |
| Edit Incomplete RFQ | |
| Manual Print of RFQ | |
| View RFQ | |
| Add Text Message | |
| Cancel RFQ | |
| Retransmit RFQ | |
| Close RFQ to Further Quotes | |
| Reopen Closed RFQ | |

How to Make Purchases Using Requests for Quotations

```
View 864 Text Messages for RFQ
RFQs Due Report
Unawarded RFQs by Status Report
Transmit Unsent / Retransmit 864 Message
Edit Mode Preference
```

Select Process Menu Option:

4.2.10 Reopen Closed RFQ

4.2.10.1 Introduction

This option enables the Contracting Officer/Purchasing Agent to reopen a closed Request for Quotation.

4.2.10.2 Menu Path

1. Select Request for Quotation Main Menu from the Purchasing Agent menu.
2. Select Process Menu from the Request for Quotation Main Menu.
3. Select Reopen Closed RFQ from the Process Menu.

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...
```

Select Purchasing Agent Option: Request for Quotation Main Menu

```
Process Menu ...
Evaluation and Award Menu ...
```

Select Request for Quotation Main Menu Option: Process Menu

```
New RFQ
Edit Incomplete RFQ
Manual Print of RFQ
View RFQ
Add Text Message
Cancel RFQ
Retransmit RFQ
Close RFQ to Further Quotes
Reopen Closed RFQ
View 864 Text Messages for RFQ
RFQs Due Report
Unawarded RFQs by Status Report
Transmit Unsent / Retransmit 864 Message
Edit Mode Preference
```

Select Process Menu Option: Reopen Closed RFQ

4.2.10.3 Prompts

1. Enter the number of the RFQ you want to reopen. If you do not know the entire number, you can enter the suffix ('0331' in the example below) or enter a question mark and IFCAP will list the available RFQs.

2. Enter N at the Do You Wish To Review A Synopsis Of This RFQ?: prompt to skip the RFQ synopsis.
3. If you enter Y at the Do You Wish To Review A Synopsis Of This RFQ?: prompt, IFCAP will show the identification codes associated with the RFQ, the status of the RFQ, the delivery dates, and information about the items on the RFQ.
4. If you enter N at the Is This The Correct RFQ?: prompt, IFCAP will prompt you for another RFQ number.
5. If you enter Y at the Is This The Correct RFQ?: prompt, IFCAP will prompt you to enter your electronic signature code.
6. After you enter your electronic signature code, IFCAP will prompt you to enter a delivery date for the items on the RFQ, and the date that quotes are due in response to the RFQ. The delivery date has to be later than the quote due date. You may also transmit an electronic notification to the vendors associated with the RFQ. IFCAP will display the default message that indicates that the RFQ is reopened.
7. Enter Y at the Edit?: prompt to edit the default message. After you edit the message, IFCAP will display the MailMan message number assigned to the message.
8. Enter another RFQ number at the Select RFQ To Reopen: prompt, or press the Enter key to return to the Process Menu.

```

Select RFQ to ReOpen:      658-96-RFQ-00081      KF      CLOSED      658-96-4-035-0331
Do you wish to review a synopsis of this RFQ? YES//

RFQ #: 658-96-RFQ-00081      Status: CLOSED
Assigned PA: FOSTER,KIM      Priority: STANDARD
Requesting Service: SUPPLY
Substation:
Requestor: FOSTER,KIM      Requestor's Phone #: 501-688-1655
RFQ Ref Date: JUL 30,1996      Quote Due Date/Time: AUG 6,1996 16:30
Reqd Delivery Date: SEP 3,1996      FOB: DESTINATION
Ship To: 143-RECEIVING      Deliver To: BLDG 41, RM 222
Primary 2237: 658-96-4-035-0331      Set Aside:
FCP: 035 SUPPLY OFFICE SUPPLIES

Solicited Vendors:
  Name      Dun & Bradstreet      Method
  KONICA MEDICAL CORPORATION      069293090      ELECTRONIC
Transmit 'PUBLIC': YES
Items on RFQ:
  Line #: 1      Item Master #:
  Origin 2237: 658-96-4-035-0331      Line #: 1
  Quantity: 12.00      Unit: BX
  Description:
  GLOVES, LATEX, MEDIUM, POWDERED Stock #: 123-33

  Delivery Schedule:
  Schedule: 1      Date: SEP 4,1996
  Quantity: 5.00
  Location: BLDG 41, RM 222B
  Schedule: 2      Date: SEP 17,1996
  Quantity: 7.00
  Location: BLDG 41, RM 222B

  Line #: 2      Item Master #:
  Origin 2237: 658-96-4-035-0331      Line #: 2
  Quantity: 12.00      Unit: BX
  Description:
  GLOVES, LATEX, SMALL, POWDERED Stock #: 123-44

  Delivery Schedule:
  Schedule: 1      Date: SEP 4,1996
    
```

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```
Quantity: 6.00
Location: BLDG 41, RM 222B
Schedule: 2 Date: SEP 17,1996
Quantity: 6.00
Location: BLDG 41, RM 222B
Special Remarks:
Administrative Certifications:
Vendors Submitting Quotes:
Name Dun & Bradstreet # Items
KONICA MEDICAL CORPORATION 069293090 2
M G SCIENTIFIC INC 155147937 2
No. of Quotes: 2
No. of 864 Text Messages: 4
Is this the correct RFQ? YES//
Enter ELECTRONIC SIGNATURE CODE: Thank you.
REQD DELIVERY DATE: AUG 19,1996//
QUOTE DUE DATE/TIME: JUN 25,1996@16:30// AUG 04 (AUG 04, 1996)
The Status of RFQ #658-96-RFQ-00052 has been changed from CLOSED
to PENDING QUOTES
Do you wish to send an electronic notification to the vendors? YES//
Reopening Message:
This is to notify you that RFQ #: 658-96-RFQ-00052 has been
reopened with a new Quote Due Date of AUG 04, 1996@16:30.
Edit? NO// y YES
==[ WRAP ]==[ INSERT ]=====< Reopening Message >===== [ <PF1>H=Help ]====
This is to notify you that RFQ #: 658-96-RFQ-00052 has been
reopened with a new Quote Due Date of AUG 04, 1996@16:30.
Vendors may direct any questions to Ving Rhames, (328) 876-5000.
<=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T=====
.
MailMan Msg #: 39631
Select RFQ to ReOpen:
New RFQ
Edit Incomplete RFQ
Manual Print of RFQ
View RFQ
Add Text Message
Cancel RFQ
Retransmit RFQ
Close RFQ to Further Quotes
Reopen Closed RFQ
View 864 Text Messages for RFQ
RFQs Due Report
Unawarded RFQs by Status Report
Transmit Unsent / Retransmit 864 Message
Edit Mode Preference
Select Process Menu Option:
```

4.2.11 View 864 Text Messages for RFQ

4.2.11.1 Introduction

This option enables the user to view a range of text messages for a RFQ.

4.2.11.2 Menu Path

1. Select Request for Quotation Main Menu from the Purchasing Agent menu.
2. Select Process Menu from the Request for Quotation Main Menu.
3. Select View 864 Text Messages for RFQ from the Process Menu.

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Process Menu

New RFQ
Edit Incomplete RFQ
Manual Print of RFQ
View RFQ
Add Text Message
Cancel RFQ
Retransmit RFQ
Close RFQ to Further Quotes
Reopen Closed RFQ
View 864 Text Messages for RFQ
RFQs Due Report
Unawarded RFQs by Status Report
Transmit Unsent / Retransmit 864 Message
Edit Mode Preference

Select Process Menu Option: View 864 Text Messages for RFQ
```

4.2.11.3 Prompts

1. Enter the number of the RFQ you want to view.
2. Enter the sequence number of the first and last message you want to view. For example, if you want to view the second through the ninth message associated with the RFQ you chose, enter 2 at the Start With Message Sequence Nbr: prompt and enter 9 at the Go To Message Sequence Nbr: prompt.
3. Enter an output device for the messages. IFCAP will display the text messages for the RFQ in the range you selected.
4. Enter another RFQ number at the Select RFQ: prompt, or press the Enter key to return to the Process Menu.

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```
Select RFQ:      658-96-RFQ-00052      PENDING QUOTES      658-96-3-035-0226
  START WITH MESSAGE SEQUENCE NBR: FIRST// 2
  GO TO MESSAGE SEQUENCE NBR: LAST//
  DEVICE: LASERDP  RIGHT MARGIN: 80//
  TEXT MESSAGES FOR RFQ #: 658-96-RFQ-00052
  AUG 1,1996  13:14      PAGE 1
```

```
-----
Message #      2                      Direction: OUTBOUND
Sender's Msg #: 2
Description:
** RFQ Closure Notification **
```

```
Official's Name: MANN,RENEE                      Phone #: 501-661-1202 1460
Create Date/Time: JUN 25,1996  20:30  Store Date/Time: JUN 25,1996  20:30
Text:
  This is to notify you that RFQ #: 658-96-RFQ-00052 has been closed to further
  quotes.
```

```
Transmitted 'PUBLIC'? : NO
Recipients:
  M G SCIENTIFIC INC
```

```
Outbound MailMan Msg #: 37527
```

```
Message #      3                      Direction: OUTBOUND
Sender's Msg #: 3
Description:
** RFQ Reopening Message **
```

```
Official's Name: WHITE,BASIL                      Phone #: 301-427-3731
Create Date/Time: AUG 1,1996  12:55  Store Date/Time: AUG 1,1996  12:55
Text:
  This is to notify you that RFQ #: 658-96-RFQ-00052 has been reopened with a new
  Quote Due Date of AUG 04, 1996@16:30.
```

```
Transmitted 'PUBLIC'? : NO
Recipients:
  M G SCIENTIFIC INC
```

```
Outbound MailMan Msg #: 39631
```

```
Select RFQ:
```

```
  New RFQ
  Edit Incomplete RFQ
  Manual Print of RFQ
  View RFQ
  Add Text Message
  Cancel RFQ
  Retransmit RFQ
  Close RFQ to Further Quotes
  Reopen Closed RFQ
  View 864 Text Messages for RFQ
  RFQs Due Report
  Unawarded RFQs by Status Report
  Transmit Unsent / Retransmit 864 Message
  Edit Mode Preference
```

```
Select Process Menu Option:
```

4.2.12 RFQs Due Report

4.2.12.1 Introduction

This option is used to create a report of RFQs, which are due on or before the current date.

4.2.12.2 Menu Path

1. Select Request for Quotation Main Menu from the Purchasing Agent menu.

Note: IFCAP will display how many RFQs are due when it displays the Purchasing Agent menu if: 1) any RFQs assigned to you are due today, and 2) your IRM service has edited the entry action code in the Purchasing Agent's Menu.

2. Select Process Menu from the Request for Quotation Main Menu.

3. Select RFQs Due Report from the Process Menu.

```
You have 2 RFQ(s) which have quotations due today
Use the RFQs Due Report to review them.
```

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...
```

```
Select Purchasing Agent Option: Request for Quotation Main Menu
```

```
Process Menu ...
Evaluation and Award Menu ...
```

```
Select Request for Quotation Main Menu Option: Process Menu
```

```
New RFQ
Edit Incomplete RFQ
Manual Print of RFQ
View RFQ
Add Text Message
Cancel RFQ
Retransmit RFQ
Close RFQ to Further Quotes
Reopen Closed RFQ
View 864 Text Messages for RFQ
RFQs Due Report
Unawarded RFQs by Status Report
Transmit Unsent / Retransmit 864 Message
Edit Mode Preference
```

```
Select Process Menu Option: RFQs Due Report
```

4.2.12.3 Prompts

Enter an output device for the report. IFCAP will display or print the "RFQ With Quotations Due Report," listing the reference number for each RFQ assigned to you that is due today. After printing or displaying the report, IFCAP will return to the Process Menu.

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```
Use this option to create a report of RFQs which require quotations.
DEVICE: HOME//      TELNET      RIGHT MARGIN: 80//

RFQ WITH QUOTATIONS DUE REPORT                AUG 01, 1997                PAGE 1

-----
                RFQ REFERENCE                PURCHASING AGENT
-----
                658-96-RFQ-00076                LAMARR, PHIL
                658-96-RFQ-00077                LAMARR, PHIL

New RFQ
Edit Incomplete RFQ
Manual Print of RFQ
View RFQ
Add Text Message
Cancel RFQ
Retransmit RFQ
Close RFQ to Further Quotes
Reopen Closed RFQ
View 864 Text Messages for RFQ
RFQs Due Report
Unawarded RFQs by Status Report
Transmit Unsent / Retransmit 864 Message
Edit Mode Preference

Select Process Menu Option:
```

4.2.13 Unawarded RFQs by Status Report

4.2.13.1 Introduction

This option is used to create a report of RFQs sorted by status, either among all RFQs or among RFQs associated with a specific purchasing agent.

4.2.13.2 Menu Path

1. Select Request for Quotation Main Menu from the Purchasing Agent menu.
2. Select Process Menu from the Request for Quotation Main Menu.
3. Select Unawarded RFQs by Status Report from the Process Menu.

```

Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Process Menu

New RFQ
Edit Incomplete RFQ
Manual Print of RFQ
View RFQ
Add Text Message
Cancel RFQ
Retransmit RFQ
Close RFQ to Further Quotes
Reopen Closed RFQ
View 864 Text Messages for RFQ
RFQs Due Report
Unawarded RFQs by Status Report
Transmit Unsent / Retransmit 864 Message
Edit Mode Preference

Select Process Menu Option: Unawarded RFQs by Status Report
    
```

4.2.13.3 Prompts

1. Enter A if you want IFCAP to sort the RFQs on the report by status or B to sort the RFQs on the report by status for a selected purchasing agent.
2. Enter a specific status or a range of status at the Start With Status: and the Go To Status: prompts.
3. Enter an output device for the report. IFCAP will print the "Unawarded RFQ Report by Status," listing the unawarded RFQs according to the sort order and status you declared. IFCAP will return to the prompt that allows you to choose the sorting of the RFQ report.
4. Choose a sorting to create another report, or enter a caret (^) at the prompt to return at the Process Menu.

```

Using this option, you can create a report of unawarded RFQs
sorted by status or sorted by status for a selected purchasing agent

Select one of the following:

A          Status
B          RFQs entered by selected PA

Enter A, B, or '^' to exit: A  Status

START WITH STATUS: FIRST// 0  CANCELLED
GO TO STATUS: LAST// 5  AWARDED
DEVICE: LASERDP    RIGHT MARGIN: 80//
UNAWARDED RFQ REPORT BY STATUS
1,1996 13:46    PAGE 1
AUG
    
```

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| RFQ NBR | STATUS | QUOTE DUE | CONTRACTING OFFICER |
|------------------|----------------|--------------------|---------------------|
| 658-96-RFQ-00056 | INCOMPLETE | | |
| 658-96-RFQ-00060 | INCOMPLETE | | |
| 658-96-RFQ-00082 | INCOMPLETE | | MANGEIRI, CHRIS |
| 658-96-RFQ-00083 | INCOMPLETE | | DINNERVILLE |
| 658-96-RFQ-00084 | INCOMPLETE | | |
| 658-96-RFQ-00085 | INCOMPLETE | JUN 22, 1996 16:30 | MARTIN, JERRY |
| 658-96-RFQ-00086 | INCOMPLETE | | |
| 658-96-RFQ-00052 | PENDING QUOTES | AUG 4, 1996 16:30 | MANN, RENEE |
| 658-96-RFQ-00079 | PENDING QUOTES | AUG 6, 1996 16:30 | FOSTER, KIM |
| 658-96-RFQ-00080 | PENDING QUOTES | AUG 6, 1996 16:30 | FOSTER, KIM |
| 658-96-RFQ-00081 | PENDING QUOTES | AUG 6, 1996 16:30 | FOSTER, KIM |

Using this option, you can create a report of unawarded RFQs sorted by status or sorted by status for a selected purchasing agent

Select one of the following:

- A Status
- B RFQs entered by selected PA

Enter A, B, or '^' to exit: ^

- New RFQ
- Edit Incomplete RFQ
- Manual Print of RFQ
- View RFQ
- Add Text Message
- Cancel RFQ
- Retransmit RFQ
- Close RFQ to Further Quotes
- Reopen Closed RFQ
- View 864 Text Messages for RFQ
- RFQs Due Report
- Unawarded RFQs by Status Report
- Transmit Unsent / Retransmit 864 Message
- Edit Mode Preference

Select Process Menu Option:

4.2.14 Transmit Unsent / Retransmit 864 Message

4.2.14.1 Introduction

This option enables the user to transmit an entered, but not sent, 864 Text Message or to retransmit an already sent 864 Text Message.

4.2.14.2 Menu Path

Select Request for Quotation Main Menu from the Purchasing Agent menu.
Select Process Menu from the Request for Quotation Main Menu.
Select Transmit Unsent / Retransmit 864 Message from the Process Menu.

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Process Menu

New RFQ
Edit Incomplete RFQ
Manual Print of RFQ
View RFQ
Add Text Message
Cancel RFQ
Retransmit RFQ
Close RFQ to Further Quotes
Reopen Closed RFQ
View 864 Text Messages for RFQ
RFQs Due Report
Unawarded RFQs by Status Report
Transmit Unsent / Retransmit 864 Message
Edit Mode Preference

Select Process Menu Option: Transmit Unsent / Retransmit 864 Message
```

4.2.14.3 Prompts

1. Enter the RFQ number associated with the 864 message that you want to transmit. If you do not know the entire number, enter a question mark and IFCAP will list the available RFQs.
2. Enter N at the Do You Wish To Review A Synopsis Of This RFQ?: prompt to skip the RFQ synopsis. If you enter Y at the Do You Wish To Review A Synopsis Of This RFQ?: prompt, IFCAP will show the identification codes associated with the RFQ, the status of the RFQ, the delivery dates, and information about the items on the RFQ.
3. If you enter N at the Is This The Correct RFQ?: prompt, IFCAP will prompt you for another RFQ number.
4. Enter the sequence number of the text message that you want to transmit at the Select 864 Text Message: prompt. If you do not know the sequence number, enter a question mark and IFCAP will list the text messages associated with the RFQ. You may review the text message if you like.
5. Verify that the message is the correct message to transmit. If you answer N at the Is This The Correct Message?: prompt, IFCAP will prompt you to enter another message number. If you answer Y at the prompt, IFCAP will display the MailMan message number.
6. Enter another text message number to transmit, or press the Enter key.
7. Enter another RFQ number for which you want to transmit text messages at the Select 864's RFQ #: prompt, or press the Enter key to return to the Process Menu.

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```
Select 864's RFQ #:      658-96-RFQ-00052          PENDING QUOTES      658-96-3-035-0226
Do you wish to view a synopsis of this RFQ? YES//

RFQ #: 658-96-RFQ-00052          Status: PENDING QUOTES
Assigned PA: MANN,RENEE          Priority: STANDARD
Requesting Service: SUPPLY
Substation:
Requestor: MARTIN,JERRY          Requestor's Phone #: 501 370 6631
RFQ Ref Date: JUN 20,1996        Quote Due Date/Time: AUG 4,1996 16:30
Reqd Delivery Date: AUG 19,1996  FOB: DESTINATION
Ship To: 143-RECEIVING           Deliver To: MANN/MY OFFICE
Primary 2237: 658-96-3-035-0226  Set Aside: NO
FCP: 035 SUPPLY OFFICE SUPPLIES

Solicited Vendors:
  Name                               Dun & Bradstreet  Method
  WRIGHT BUSINESS MACHINES           155147937          MANUAL
  M G SCIENTIFIC INC                  155147937          ELECTRONIC
Transmit 'PUBLIC': NO
Items on RFQ:
  Line #: 1                           Item Master #:     4980
  Origin 2237: 658-96-3-035-0226     Line #: 1
  Quantity: 5000.00                   Unit: CS
  Description:
  PAPER TAPE CALCULATOR CASIO PAPER TAPE, CALCULATOR, CASIO R-11 MODEL
  PACKAGING MULTIPLE: 100/CS

  Delivery Schedule:
Special Remarks:

Administrative Certifications:

Vendors Submitting Quotes:
  Name                               Dun & Bradstreet  # Items
No. of Quotes: 0
No. of 864 Text Messages: 3
Is this the correct RFQ? NO// y YES
Select 864 Text Message: ?
Answer with 864 MESSAGES MESSAGE SEQUENCE NBR
Choose from:
  1 Created: 6/20/96 INFORMATION
  2 Created: 6/25/96 ** RFQ Closure Notification **
  3 Created: 8/1/96  ** RFQ Reopening Message **

Select 864 Text Message: 3          Created: 8/1/96  ** RFQ Reopening Message **
Do you wish to view this text message? YES//

Message #      3                      Direction: OUTBOUND
Description:
** RFQ Reopening Message **

Official's Name: WHITE,BASIL          Phone #: 301-427-3731
Create Date/Time: AUG 1,1996 12:55   Store Date/Time: AUG 1,1996 12:55
Text:
  This is to notify you that RFQ #: 658-96-RFQ-00052 has been reopened with
  a new Quote Due Date of AUG 04, 1996@16:30.

Transmitted 'PUBLIC'?: NO
Recipients:
  M G SCIENTIFIC INC

Outbound MailMan Msg #:      39631
Is this the correct Message? NO// y YES
```

```

MailMan Msg #: 39679
Select 864 Text Message:
Select 864's RFQ #:

    New RFQ
    Edit Incomplete RFQ
    Manual Print of RFQ
    View RFQ
    Add Text Message
    Cancel RFQ
    Retransmit RFQ
    Close RFQ to Further Quotes
    Reopen Closed RFQ
    View 864 Text Messages for RFQ
    RFQs Due Report
    Unawarded RFQs by Status Report
    Transmit Unsent / Retransmit 864 Message
    Edit Mode Preference

Select Process Menu Option:
    
```

4.3 The Evaluation and Award Menu

4.3.1 Introduction

The Evaluation and Award Menu contains options that allow you to create RFQ reports, evaluate quotes for an RFQ, and award an RFQ. Here are the options under the Evaluation and Award Menu, in the order they will be explained in this manual.

Note: Vendors must be listed in the VENDOR File (#440) to receive awards. If an award is to be made to a vendor who is not in the VENDOR File (#440), Use the Vendor File Edit option in the Evaluation and Award Menu to add the vendor.

| | |
|-----------------------------------|---|
| Manual Entry of Vendor's Quote | This option enables the Purchasing Agent to enter a manually submitted vendor's quote so IFCAP can rank it and include it in the award process. |
| Line Item Abstract | Use this option to create a report of quotes sorted by RFQ line item, and within line item from lowest to highest price. |
| Aggregate Abstract | Use this option to create a report of vendor quotes for an RFQ, sorted from lowest to highest price. |
| View Single Vendor Quote | This option enables the Purchasing Agent to view the details of a quote. |
| Quote Vendor Inquiry | This option enables to user to view information about vendors on a selected RFQ. The information includes what is on file for ordering address, payment address, and socioeconomic factors. |
| View RFQ | This option enables the user to view the request portion of a request for quotation (RFQ) entry. |
| View 864 Text Messages for RFQ | This option enables the user to view a range of text messages for a RFQ. |
| Complete Quote Evaluation & Award | This option enables the user to assign vendors to items on the RFQ in preparation for the award. |

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| | |
|-----------------------------------|---|
| Award an Evaluation Complete RFQ | This option enables the user to award an RFQ, which has previously been set to Evaluation Complete. |
| Vendor File Edit | This function allows Supply Service to maintain a file of vendors. For each vendor, data is specified for the address, phone number, account number, method of business, contract number, type of ownership and special factors. This file is maintained by Supply Service. |
| Item File Edit | This function is used to create or edit Purchase Request Cards. For each item, data is specified for the item name, a description of the item, the unit of purchase, NSN, source code and vendor. |
| Edit an Incomplete Purchase Order | Use this option to complete a purchase order that has not been signed by the contracting officer. |

4.3.2 Manual Entry of Vendor's Quote

4.3.2.1 Introduction

This option enables the Purchasing Agent to enter a manually submitted vendor's quote so IFCAP can rank it and include it in the award process.

4.3.2.2 Menu Path

1. Select Request for Quotation Main Menu from the Purchasing Agent menu.
2. Select Evaluation and Award Menu from the Request for Quotation Main Menu.
3. Select Manual Entry of Vendor's Quote from the Evaluation and Award Menu.

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Evaluation and Award Menu

Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option: Manual Entry of Vendor's Quote
```

4.3.2.3 Prompts

1. Enter the RFQ number of the manual quote you wish to enter. IFCAP will display a screen listing information about the quote.
2. Use the tab key to move forward through the prompts or the PF4 key to move back to the previous field. You may also enter a caret (^) and the name of a prompt to move to a field you wish to edit. <PF1>+H will display online help on how to navigate through the screens. Required fields are underlined. You can also enter a question mark at these prompts to read help text about each prompt.
3. At the Seller's Ref #: prompt, enter the reference number assigned to the quote by the vendor.
4. At the Effective Date: prompt, enter the date that the vendor offered the quote.
5. At the Receipt Date/Time: prompt, enter the time and date that the quote was received. Time is a required value for this prompt.
6. At the Govt Cont: prompt, enter the government contract number applicable to the entire quote.
7. At the Quote Contact: prompt, enter the contact name for the vendor providing the quote.
8. At the Phone#: prompt, enter the phone number of the contact name for the vendor providing the quote.
9. At the FOB: prompt, enter D for destination or O for origin. An FOB (Freight on Board) of "Destination" means that the vendor item price includes shipping and handling and that the vendor is responsible for the item up to its delivery at the facility. An FOB of "Origin"

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means that shipping charges are due to the shipper, and generally that the shipper, not the vendor, is responsible for the items in transit.

10. At the Estimated S/H Charges: prompt, enter the estimated shipping and handling charges for the item(s) on the quote. If there are no shipping and handling charges expected, enter a zero (0) at this prompt.
11. At the Prompt Pay Terms Term: prompt, enter the percent discount for prompt payment of the item(s) on the quote. Under the term 'header', enter a percentage or the word NET.
12. At the Prompt Pay Terms Days: prompt, enter the number of days of the prompt payment term. To add additional terms, move the cursor to the bottom of the term list and enter the next term. You can change terms by typing over the previous values. You can delete a term by moving the cursor over the term and entering the at symbol (@).
13. At the Line Item: prompt, assign a line item number to each line item on the quote.
14. If you add a new line item at the Line Item: prompt, IFCAP will display another screen with prompts that describe the item.
15. At the Vendor's Product #: prompt, enter the number assigned by the vendor to the product.
16. At the Description(W): prompt, enter a description of the item. This is the description that the vendor provides.
17. At the FOB: prompt, enter D for destination or O for origin. An FOB (Freight on Board) of "Destination" means that the vendor item price includes shipping and handling and that the vendor is responsible for the item up to its delivery at the facility. An FOB of "Origin" means that shipping charges are due to the shipper, and generally that the shipper, not the vendor, is responsible for the items in transit.
18. At the Hazmat Code: prompt, enter the code for the hazardous material if the item is a hazardous material.
19. At the Govt Contract: prompt, enter the government contract assigned to this item, if any.
20. At the Quantity: prompt, enter the quantity of units (boxes, cases, etc.) This is a required field.
21. At the Unit of Purchase: prompt, enter the unit of purchase (boxes, cases, etc.) If you do not know the unit of purchase, enter a question mark at the prompt and IFCAP will list the available units of purchase. This is a required field.
22. At the Unit Cost: prompt, enter the cost per unit.
23. At the Volume Discount %: prompt, enter the percent discount for purchasing this item in volume.
24. At the Volume Discount Amount: prompt, enter the dollar discount amount.
25. At the Natl Stock #: prompt, enter the National Stock Number of the item.
26. At the Federal Supply Class: prompt, enter the Federal Supply Classification of the item.
27. At the Natl Drug Code: prompt, enter the National Drug Code for the item, as provided in the quote.
28. At the Mfg Part #: prompt, enter the number from the item quoted.
29. At the Lot #: prompt, enter the lot number assigned to the item by the manufacturer as provided in the quote.
30. At the Serial #: prompt, enter the serial number assigned to the item by the manufacturer as provided in the quote.

31. At the SIC Code: prompt, enter the Standard Industrial Classification code for the business providing this product as provided in the quote. This code is the code to which the vendor responded.
32. At the Select Delivery Schedule: prompt, enter the vendor's proposed delivery schedule. Press the Enter key if you want all of the items on your request delivered on the required delivery date of the RFQ. To define a delivery schedule for the items on the RFQ, enter a number to represent the delivery schedule. Enter the amounts and dates as repeated by the vendor.
33. Use the tab key to move the cursor to the Command: prompt at the bottom of the screen. Type C and press the Enter key. You may enter another line item or move the cursor to the Command: prompt, type S and press the Enter key.
34. Enter your electronic signature code.
35. Enter another vendor at the Select Quote's Vendor: prompt, or press the Enter key.
36. Enter another RFQ number at the Select Request for Quotation #: prompt, or press the Enter key to return to the Evaluation and Award Menu.

```

Select Request for Quotation #:    658-96-RFQ-00052          PENDING QUOTES
658-96-3-035-0226

Select Quote's Vendor: Bob Tha

      Searching for a Site's Main Vendor File BOB THACKSTON          804 525 2144
NO. 35643
      FMS VENDOR NAME: THACKSTON
      FMS VENDOR CODE: 21515556
      SPECIAL FACTORS: SSN 236-44-1577
      ORDERING ADDRESS: 205 BIRCH HAVEN DRIVE
                          LYNCHBURG, VA 24502

      ...OK? Yes// (Yes)
      Are you adding 'BOB THACKSTON' as a new QUOTES? Y (Yes)
Vendor's Quote for 658-96-RFQ-00052
Vendor: BOB THACKSTON          Dun #:
Contact: BOB THACKSTON        Tax ID:
Voice Phone #: 804 525 2144   Fax #:

Seller's Ref #:                Effective Date:
Receipt Date/Time:            Govt Cont:
Quote Contact:                Phone #:
FOB:                          Estimated S/H Charges:
Prompt Pay Terms              RFQ Items
  Term  Days                  Line #  Description
-----
COMMAND:                      Press <PF1>H for help   Insert
+-----+
| RFQ Line #: 1                Vendor's Product #:
| Description(W):
| FOB:                      Hazmat Code:
| Govt Contract:                Quantity:
| Unit of Purchase:            Unit Cost:
| Volume Discount %:          Volume Discount Amount:
| Natl Stock #:                Federal Supply Class:
| Natl Drug Code:            Mfg Part #:
| Lot #:                      Serial #:
| SIC Code:
| Select Delivery Schedule:    Net Line Amt:
+-----+
    
```

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```
Select Quote's Vendor:
Select Request for Quotation #:

    Manual Entry of Vendor's Quote
    Line Item Abstract
    Aggregate Abstract
    View Single Vendor Quote
    Quote Vendor Inquiry
    View RFQ
    View 864 Text Messages for RFQ
    Complete Quote Evaluation & Award
    Award an Evaluation Complete RFQ
    Vendor File Edit
    Item File Edit
    Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option:
```

4.3.3 Line Item Abstract

4.3.3.1 Introduction

Use this option to create a report of quotes sorted by RFQ line item, and within line item from lowest to highest price.

4.3.3.2 Menu Path

Select Request for Quotation Main Menu from the Purchasing Agent menu.
Select Evaluation and Award Menu from the Request for Quotation Main Menu.
Select Line Item Abstract from the Evaluation and Award Menu.

```

Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Evaluation and Award Menu

Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option: Line Item Abstract
    
```

4.3.3 Prompts

1. Enter an RFQ number at the prompt.
2. Enter an output device for the report. IFCAP will list the items on the RFQ, including vendor, price and quantity information.
3. Enter another RFQ number at the Select Request For Quotation RFQ Nbr: prompt, or press the Enter key to return to the Evaluation and Award Menu.

Note: Flags indicate a discrepancy between quoted and requested items.

```

Select REQUEST FOR QUOTATION RFQ NBR: 113-96 658-96-RFQ-00113 LKG CLO
SED 658-96-4-035-0383

DEVICE: HOME// TELNET RIGHT MARGIN: 80//

RFQ #658-96-RFQ-00113 PAGE 1
Quotations Due Date: SEP 12, 1996@16:30
Number of Quotes: 3
Number of Items on RFQ: 3
Point of Contact: SURI,ASHWANI

Vendor Flags Size Unit of Unit Extended
Status Qty Issue Price Price FOB #MSGs
-----
LINE ITEM # 1
    
```

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```

DELL COMPUTER                2    EACH    149.50    297.00  O
      F,LI,M,V
M G SCIENTIFIC INC          SMALL    2    EACH    315.55    612.17  D    1
      M
KONICA MEDICAL CORPORAT    LARGE    2    EACH    325.55    631.57  D    4
      M

```

LINE ITEM # 2

Enter RETURN to continue or '^' to exit:

RFQ #658-96-RFQ-00113

PAGE 2

Quotations Due Date: SEP 12, 1996@16:30

Number of Quotes: 3

Number of Items on RFQ: 3

Point of Contact: SURI,ASHWANI

| Vendor | Flags | Size Status | Qty | Unit of Issue | Unit Price | Extended Price | FOB | #MSGs |
|-------------------------|----------|-------------|-----|---------------|------------|----------------|-----|-------|
| M G SCIENTIFIC INC | | SMALL | 2 | BOX | 20.00 | 38.80 | D | 1 |
| | Q,M | | | | | | | |
| KONICA MEDICAL CORPORAT | | LARGE | 5 | BOX | 9.25 | 44.86 | D | 4 |
| | Q,M | | | | | | | |
| DELL COMPUTER | | | 3 | BOX | 129.99 | 389.97 | O | |
| | F,LI,M,V | | | | | | | |
| | | | | LAST PRICE | 23.45 | | | |
| M G SCIENTIFIC INC | | SMALL | 6 | BOX | 2.35 | 13.68 | D | 1 |
| | Q,M | | | | | | | |
| KONICA MEDICAL CORPORAT | | LARGE | 3 | BOX | 5.15 | 14.99 | D | 4 |
| | M | | | | | | | |

Flags Legend:

F=FOB is Different from That Requested
 Q=Quantity Quoted is Different from RFQ
 U=Unit of Purchase is Different from RFQ
 DT=Quote Received at Station after Date/Time Set for Receipt of Quotes
 S=RFQ Set-Aside for Small Business But Size Status of Vendor is Large or Missing
 LI=Number of Line Items Quoted Differs from Number of RFQ Line Items
 C=Vendor Indicates Item(s) on Contract
 M=Quoted Mfg. Part Number is Different from that Requested
 V=Vendor has Quoted a Vendor Product Number
 NSN=National Stock Number Quoted is Different from that Requested
 NDC=National Drug Code is Different from that Requested
 Enter RETURN to continue

Select REQUEST FOR QUOTATION RFQ NBR:

```

Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ

```

```
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option:
```

4.3.4 Aggregate Abstract

4.3.4.1 Introduction

Use this option to create a report of vendor quotes for an RFQ, sorted from lowest to highest price.

4.3.4.2 Menu Path

1. Select Request for Quotation Main Menu from the Purchasing Agent menu.
2. Select Evaluation and Award Menu from the Request for Quotation Main Menu.
3. Select Aggregate Abstract from the Evaluation and Award Menu.

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Evaluation and Award Menu

Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option: Aggregate Abstract
```

4.3.4.3 Prompts

1. Enter an RFQ number at the prompt.
2. Enter an output device for the report. IFCAP will list the vendor quotes for the RFQ, sorted from lowest to highest bid.
3. Enter another RFQ number at the Select Request For Quotation RFQ Nbr: prompt, or press the Enter key to return to the Evaluation and Award Menu.

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Note: Flags indicate a discrepancy between quoted and requested items.

```
Select REQUEST FOR QUOTATION RFQ NBR: 658-96-RFQ-00081 KF PENDING Q
UTES 658-96-4-035-0331

DEVICE: HOME// ;;9999 TELNET RIGHT MARGIN: 80// 132

RFQ #658-96-RFQ-00081 Page 1
Quotations Due Date: AUG 06, 1996@16:30
Number of Quotes: 2
Number of Items on RFQ: 2
Requestor: FOSTER,KIM
```

| Vendor | #Items Quoted | Total Price | FOB | Total #Msgs. | Flags |
|--------------------|------------------|----------------|-----|-----------------|---------|
| KONICA MEDICAL COR | 2 | 1293.20 | D | 2 | C,M,NDC |
| M G SCIENTIFIC INC | 2 | 10324.40 | D | 1 | C,M,NDC |

Flags Legend:
F=FOB is Different from That Requested
Q=Quantity Quoted is Different from RFQ
U=Unit of Purchase is Different from RFQ
DT=Quote Received at Station after Date/Time Set for Receipt of Quotes
S=RFQ Set-Aside for Small Business But Size Status of Vendor is Large or Missing
LI=Number of Line Items Quoted Differs from Number of RFQ Line Items
C=Vendor Indicates Item(s) on Contract
M=Quoted Mfg. Part Number is Different from that Requested
V=Vendor has Quoted a Vendor Product Number
NSN=National Stock Number Quoted is Different from that Requested
NDC=National Drug Code is Different from that Requested
Enter RETURN to continue

```
Select REQUEST FOR QUOTATION RFQ NBR:

Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option:
```

4.3.5 View Single Vendor Quote

4.3.5.1 Introduction

This option enables the Purchasing Agent to view the details of a quote.

4.3.5.2 Menu Path

1. Select Request for Quotation Main Menu from the Purchasing Agent menu.
2. Select Evaluation and Award Menu from the Request for Quotation Main Menu.

3. Select View Single Vendor Quote from the Evaluation and Award Menu.

```

Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Evaluation and Award Menu

Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option: View Single Vendor Quote
    
```

4.3.5.3 Prompts

1. Enter an RFQ number at the prompt.
2. Enter a vendor at the Select Quote Vendor: prompt, or enter a question mark to see all of the vendors associated with this RFQ.
3. Enter an output device for the quote at the Device: prompt. IFCAP will print or display the vendor quote, including contact information, item information, and cost information.
4. Enter another vendor name at the Select Quote Vendor: prompt to view or print another quote, or press the Enter key.
5. Enter another RFQ at the Select RFQ: prompt, or press the Enter key to return to the Evaluation and Award Menu.

Note: IFCAP displays comparative information from the request in boxes in the 'RFQ Requirements' section. This should help the Purchasing Agent uncover differences between the item quoted and the item requested.

```

Select RFQ:      658-96-RFQ-00081      KF      PENDING QUOTES      658-96-4-035-033
1
Select Quote Vendor:      KONICA MEDICAL CORPORATION
Do you wish to Browse or Print this quote? BROWSE// PRINT
DEVICE: HOME// LASERDP
Quote from Dun # 069293090 for RFQ #: 658-96-RFQ-00081
Date: AUG 02, 1996@14:53:27

Vendor: KONICA MEDICAL CORPORATION      Tax ID: 221913997
Voice Phone #: 800 934 1034 X488      Fax #:
    
```

How to Make Purchases Using Requests for Quotations

Contact: ***EDI VENDOR***JOANNE COOPER

Sellers's Ref #: LISATEST-BID-81-1

Quote Contact: LISA O'DONNELL

Phone #: 512-326-6463

Government Contract:

Effective Date: JUL 25, 1996

Receipt Date/Time: JUL 31, 1996@15:26:16

FOB:

Total of Lines: 1293.20

Number of Items in RFQ: 2

S/H Charges: 0.00

Number of Items Quoted: 2

Quote Total: 1293.20

Prompt Pay Terms:

| Term / % | Days |
|----------|------|
| 1 | 10 |

RFQ Line #: 1

RFQ Requirements
Item Description:
GLOVES, LATEX, MEDIUM, POWDERED Stock #: 123-33
FOB: DESTINATION Quantity: 12.00 Unit: BX
Unit Price: 23.4500 Total Cost: 281.40
Natl Stock #: Mfg Part #:

Quote Information for this Line Item

Vendor's Product #:

Description:

GLOVES LATEX, MEDIUM, POWDERED STOCK 123-33

FOB: DESTINATION

Hazmat Code: HAZARDOUS MATERIAL

Govt Contract: V101-LISA9

Quantity: 12.00

Unit of Purchase: BX

Unit Cost: 65.5500

Volume Discount %: 3

Volume Discount Amount: 0.00

Net Line Amount: 763.00

Natl Stock #:

Federal Supply Class: 7025

Natl Drug Code: 7777-8888-77

Mfg Part #: M43569

Lot #: R54067

Serial #:

SIC Code: 5047 MEDICAL AND HOSPITAL EQUIPMENT

Delivery Schedules:

Schedule #: 1

Date: SEP 04, 1996

Quantity: 5.00

Unit of Purchase: BX

Schedule #: 2

Date: SEP 17, 1996

Quantity: 7.00

Unit of Purchase: BX

RFQ Line #: 2

RFQ Requirements
Item Description:
GLOVES, LATEX, SMALL, POWDERED Stock #: 123-44
FOB: DESTINATION Quantity: 12.00 Unit: BX
Unit Price: 22.3300 Total Cost: 267.96
Natl Stock #: Mfg Part #:

Quote Information for this Line Item

Vendor's Product #:

Description:

GLOVES, LATEX, SMALL, POWDERED STOCK 123-44

FOB: DESTINATION

Hazmat Code: HAZARDOUS MATERIAL

Govt Contract:

Quantity: 12.00

Unit of Purchase: BX

Unit Cost: 45.5500

Volume Discount %: 3

Volume Discount Amount: 0.00

Net Line Amount: 530.20

Natl Stock #:

Federal Supply Class: 7025

Natl Drug Code:

Mfg Part #: M43567

Lot #: L98707

Serial #:

SIC Code: 5047 MEDICAL AND HOSPITAL EQUIPMENT

Delivery Schedules:

```
Schedule #: 1                      Date: SEP 04, 1996
Quantity: 6.00                    Unit of Purchase: BX

Schedule #: 2                      Date: SEP 17, 1996
Quantity: 6.00                    Unit of Purchase: BX

* End of Quote *

Enter RETURN to continue
Select Quote Vendor:
Select RFQ:

Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option:
```

4.3.6 Quote Vendor Inquiry

4.3.6.1 Introduction

This option enables to user to view information about vendors on a selected RFQ. The information includes what is on file for ordering address, payment address, and socioeconomic factors.

4.3.6.2 Menu Path

1. Select Request for Quotation Main Menu from the Purchasing Agent menu.
2. Select Evaluation and Award Menu from the Request for Quotation Main Menu.
3. Select Quote Vendor Inquiry from the Evaluation and Award Menu.

How to Make Purchases Using Requests for Quotations

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Evaluation and Award Menu

Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option: Quote Vendor Inquiry
```

4.3.6.3 Prompts

1. Enter an RFQ number at the prompt.
2. Enter a vendor at the Select Quote Vendor: prompt, or enter a question mark to see all of the vendors associated with this RFQ.
3. Enter an output device for the list. IFCAP will display the 'Vendor List', listing demographic information, Federal category and identification information, and transaction information for the vendor you selected.
4. Enter another vendor name at the Select Quote Vendor: prompt to view or print another quote, or press the Enter key.
5. Enter another RFQ at the Select RFQ: prompt, or press the Enter key to return to the Evaluation and Award Menu.

```
Select RFQ:      658-96-RFQ-00081      KF      PENDING QUOTES      658-96-4-035-033
1
Select Quote Vendor:      KONICA MEDICAL CORPORATION
DEVICE: LASERDP      RIGHT MARGIN: 80//
VENDOR LIST
2,1996  15:14      PAGE 1
-----
DUN & BRADSTREET #: 069293090

NUMBER: 36314      NAME: KONICA MEDICAL CORPORATION
ORDERING ADDRESS1: 411 NEWARK POMPTON TPK
ORDERING ADDRESS2: P O BOX 985      ORDERING CITY: WAYNE
ORDERING STATE: NEW JERSEY      ORDERING ZIP CODE: 07470
PROCUREMENT CONTACT PERSON: ***EDI VENDOR***JOANNE COOPER
```

```
VENDOR PHONE NUMBER: 800 934 1034 X488
SOCIOECONOMIC GROUP (FPDS): OO NONE OF THE ABOVE
BUSINESS TYPE (FPDS): LARGE LABOR SURPLUS AREA?: NO
IS A SF129 ON FILE?: NOT APPLICABLE GUARANTEED DELIVERY VENDOR?: NO
SPECIAL FACTORS: NOT LSA FSS 6525 EDI VENDOR?: YES
VENDOR ID NUMBER: 069293090 TAX ID/SSN: 221913997
SSN/TAX ID INDICATOR: TAX IDENTIFICATION NUMBER
1099 VENDOR INDICATOR: YES VENDOR TYPE: COMMERCIAL
CONTRACT NUMBER: V211P-22211 EXPIRATION DATE: DEC 31, 1997
BEGINING DATE: JAN 01, 1996
PAYMENT ADDRESS1: 411 NEWARK POMPTON TPK
PAYMENT CITY: NEWARK PAYMENT STATE: NEW JERSEY
PAYMENT ZIP CODE: 12345 DUN & BRADSTREET #: 069293090
DATE VENDOR CREATED: MAY 18, 1990 CREATED BY: BURTON,MARYLOUISE B
```

Select Quote Vendor:
Select RFQ:

```
Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order
```

Select Evaluation and Award Menu Option:

4.3.7 View RFQ

4.3.7.1 Introduction

This option enables the user to view the request portion of a request for quotation (RFQ) entry.

4.3.7.2 Menu Path

1. Select Request for Quotation Main Menu from the Purchasing Agent menu.
2. Select Evaluation and Award Menu from the Request for Quotation Main Menu.
3. Select View RFQ from the Evaluation and Award Menu.

How to Make Purchases Using Requests for Quotations

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Evaluation and Award Menu

Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option: View RFQ
```

4.3.7.3 Prompts

1. Enter an RFQ number at the prompt.
2. Enter an output device. IFCAP will print or display the RFQ, including item and vendor information.
3. Enter another RFQ at the Select RFQ: prompt, or press the Enter key to return to the Evaluation and Award Menu.

```
Select RFQ: 658-96-RFQ-00081 KF PENDING QUOTES 658-96-4-035-0331
DEVICE: LASERDP RIGHT MARGIN: 80//

RFQ #: 658-96-RFQ-00081 Status: PENDING QUOTES
Assigned PA: FOSTER,KIM Priority: STANDARD
Requesting Service: SUPPLY
Substation:
Requestor: FOSTER,KIM Requestor's Phone #: 501-688-1655
RFQ Ref Date: JUL 30,1996 Quote Due Date/Time: AUG 6,1996 16:30
Reqd Delivery Date: AUG 19,1996 FOB: DESTINATION
Ship To: 143-RECEIVING Deliver To: BLDG 41, RM 222
Primary 2237: 658-96-4-035-0331 Set Aside:
FCP: 035 SUPPLY OFFICE SUPPLIES
Solicited Vendors:
Name Dun & Bradstreet Method
KONICA MEDICAL CORPORATION 069293090 ELECTRONIC
Transmit 'PUBLIC': YES
Items on RFQ:
Line #: 1 Item Master #:
Origin 2237: 658-96-4-035-0331 Line #: 1
Quantity: 12.00 Unit: BX
SIC Code: 5047 MEDICAL AND HOS Drug Code:
NSN: FSC: 7025
M Part #: Lot #:
```

How to Make Purchases Using Requests for Quotations

Serial #: Hazmat Code:
BOC: 2660 Operating Supplies and Materials
Vendor Selected:
Vendor's Unit of Purchase: Vendor's Price:
Destination 2237: Line #:
Request's Item Description:
GLOVES, LATEX, MEDIUM, POWDERED Stock #: 123-33

Delivery Schedule:
Schedule: 1 Date: SEP 4,1996
Quantity: 5.00
Location: BLDG 41, RM 222B
Schedule: 2 Date: SEP 17,1996
Quantity: 7.00
Location: BLDG 41, RM 222B

Line #: 2 Item Master #:
Origin 2237: 658-96-4-035-0331 Line #: 2
Quantity: 12.00 Unit: BX
SIC Code: 5047 MEDICAL AND HOS Drug Code:
NSN: FSC: 7025
M Part #: Lot #:
Serial #: Hazmat Code:
BOC: 2660 Operating Supplies and Materials
Vendor Selected:
Vendor's Unit of Purchase: Vendor's Price:
Destination 2237: Line #:
Request's Item Description:
GLOVES, LATEX, SMALL, POWDERED Stock #: 123-44

Delivery Schedule:
Schedule: 1 Date: SEP 4,1996
Quantity: 6.00
Location: BLDG 41, RM 222B
Schedule: 2 Date: SEP 17,1996
Quantity: 6.00
Location: BLDG 41, RM 222B

Special Remarks:

Administrative Certifications:

RFQ's Last Editor: WHITE,BASIL Date/Time: AUG 1,1996 12:09
RFQ's MailMan Message #: 39610

Vendors Submitting Quotes:

| Name | Dun & Bradstreet | # Items |
|----------------------------|------------------|---------|
| KONICA MEDICAL CORPORATION | 069293090 | 2 |
| M G SCIENTIFIC INC | 155147937 | 2 |

No. of Quotes: 2

No. of 864 Text Messages: 5

Award Justification:

Select RFQ:

Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ

How to Make Purchases Using Requests for Quotations

```
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option:
```

4.3.8 View 864 Text Messages for RFQ

4.3.8.1 Introduction

This option enables the user to view a range of text messages for a RFQ.

4.3.8.2 Menu Path

Select Request for Quotation Main Menu from the Purchasing Agent menu.

Select Evaluation and Award Menu from the Request for Quotation Main Menu.

Select View 864 Text Messages for RFQ from the Evaluation and Award Menu.

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Evaluation and Award Menu

Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option: View 864 Text Messages for RFQ
```

4.3.8.3 Prompts

1. Enter the number of the RFQ you want to view.
2. Enter the sequence number of the first and last message you want to view. For example, if you want to view the second through the ninth message associated with the RFQ you chose, enter 2 at the Start With Message Sequence Nbr: prompt and enter 9 at the Go To Message Sequence Nbr: prompt.
3. Enter an output device for the messages. IFCAP will display the text messages for the RFQ in the range you selected.

4. Enter another RFQ number at the Select RFQ: prompt, or press the Enter key to return to the Evaluation and Award Menu.

```

Select RFQ:      658-96-RFQ-00052      PENDING QUOTES      658-96-3-035-0226
START WITH MESSAGE SEQUENCE NBR: FIRST// 2
GO TO MESSAGE SEQUENCE NBR: LAST//
DEVICE: LASERDP RIGHT MARGIN: 80//
TEXT MESSAGES FOR RFQ #: 658-96-RFQ-00052
AUG 1,1996 13:14 PAGE 1
-----
-----

Message #      2                               Direction: OUTBOUND
Sender's Msg #: 2
Description:
** RFQ Closure Notification **

Official's Name: MANN,RENEE                               Phone #: 501-661-1202 1460
Create Date/Time: JUN 25,1996 20:30 Store Date/Time: JUN 25,1996 20:30
Text:
This is to notify you that RFQ #: 658-96-RFQ-00052 has been closed to further
quotes.

Transmitted 'PUBLIC'?: NO
Recipients:
M G SCIENTIFIC INC

Outbound MailMan Msg #: 37527

Message #      3                               Direction: OUTBOUND
Sender's Msg #: 3
Description:
** RFQ Reopening Message **

Official's Name: WHITE,BASIL                               Phone #: 301-427-3731
Create Date/Time: AUG 1,1996 12:55 Store Date/Time: AUG 1,1996 12:55
Text:
This is to notify you that RFQ #: 658-96-RFQ-00052 has been reopened with a new
Quote Due Date of AUG 04, 1996@16:30.

Transmitted 'PUBLIC'?: NO
Recipients:
M G SCIENTIFIC INC

Outbound MailMan Msg #: 39631

Select RFQ:

Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option:
    
```

4.3.9 Complete Quote Evaluation & Award

4.3.9.1 Introduction

This option enables the user to assign vendors to items on the RFQ in preparation for the award.

4.3.9.2 Menu Path

1. Select Request for Quotation Main Menu from the Purchasing Agent menu.
2. Select Evaluation and Award Menu from the Request for Quotation Main Menu.
3. Select Complete Quote Evaluation & Award from the Evaluation and Award Menu.

Note: Prior to making an award, make sure that the vendor is in the Vendor File (file #440.)

If any of the items on the award are in the Item Master File, those items must be associated with the vendor. The vendor must also have any referenced contract information recorded for it in IFCAP. Use the IFCAP options "Vendor File Edit," and "Item File Edit," explained in this chapter, to enter this data. Even if the vendor is listed in the RFQ temporary vendor file, you will have to add this vendor to the Vendor File.

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Evaluation and Award Menu

Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option: Complete Quote Evaluation & Award
```

4.3.9.3 Prompts

1. Enter the number of the RFQ you want to evaluate, or a sequence number and fiscal year, e.g., 65-97. If you do not know the entire number, you can enter the suffix ('0253 in the example below) or enter a question mark and IFCAP will list the available RFQs.

2. At the Selected: prompt, enter the number that corresponds to the quote that you want to select to receive the award, or enter a question mark to see a list of available quotes. IFCAP will display the name of the vendor(s) corresponding to the quote(s) you selected.
3. Enter a justification for the item(s) at the Justification(W): prompt.
4. Enter S at the Command: prompt to save your work.
5. Enter your electronic signature code.
6. Enter E at the Command: prompt to exit the input screen. IFCAP will change the status of the RFQ to Evaluation Complete.
7. Enter Y at the Do You Wish To Now Award Items Assigned To Vendors?: prompt. IFCAP will create a 2237 for the award.
8. At the Purchase Order: prompt, enter the common numbering series, which is a two- or three-character code for the category of the purchase. Generally, the second digit will be the last number of the fiscal year. These categories are based on the appropriation, the method of payment, and the source of procurement (vendor, GSA, etc.) After IFCAP generates purchase orders for all items on the RFQ, IFCAP will change the status of the RFQ from Evaluation Complete to Awarded.
9. Enter another RFQ to award at the Select Request For Quotation RFQ Nbr: prompt, or press the Enter key to return to the Evaluation and Award Menu.

Note: You do NOT have to wait until you have assigned vendors to all items before you award specific items on an RFQ to vendors.

```

Select REQUEST FOR QUOTATION RFQ NBR: 658-96-RFQ-00065      OBL  MEDLINE IN
DUSTRIES I
STUFF,TEST
      658-96-RFQ-00065          JM      CLOSED      658-96-4-035-0253
Evaluation on Request for Quotation
RFQ NBR: 658-96-RFQ-00065          Status: CLOSED
Quote Due Date/Time: JUL 5,1996@16:30  Closed Date/Time: JUL 6,1996@20:30:11
Line #  Item Description (Short)          Selected Quote/Vendor
  1      STUFF,TEST                        1      KONICA MEDICAL CORPORATION
  2      STUFF,TEST                        1      KONICA MEDICAL CORPORATION

COMMAND: e                               Press <PF1>H for help      Insert
The status of RFQ #658-96-RFQ-00065 has been changed
from CLOSED to EVALUATION COMPLETE
Do you wish to now award items assigned to vendors? YES//
2237 #658-96-4-035-0336 has been built for Quote #1.

ENTER A NEW PURCHASE ORDER NUMBER OR A COMMON NUMBERING SERIES
PURCHASE ORDER: C1 658-C1          PURCHASING & CONTRACTING
Are you adding '658-C10625' as a new Purchase Order number ? y (YES)-VA-2 (6
58) ..
PO #658-C10625 has been built for Quote #1.
The Status of RFQ #658-96-RFQ-00065 has been changed from
EVALUATION COMPLETE to AWARDED.
Select REQUEST FOR QUOTATION RFQ NBR:

Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
    
```

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```
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order
```

Select Evaluation and Award Menu Option:

4.3.10 Award an Evaluation Complete RFQ

4.3.10.1 Introduction

This option enables the user to award an RFQ, which has previously been set to Evaluation Complete.

4.3.10.2 Menu Path

1. Select Request for Quotation Main Menu from the Purchasing Agent menu.
2. Select Evaluation and Award Menu from the Request for Quotation Main Menu.
3. Select Award an Evaluation Complete RFQ from the Evaluation and Award Menu.

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...
```

Select Purchasing Agent Option: Request for Quotation Main Menu

```
Process Menu ...
Evaluation and Award Menu ...
```

Select Request for Quotation Main Menu Option: Evaluation and Award Menu

```
Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order
```

Select Evaluation and Award Menu Option: Award an Evaluation Complete RFQ

4.3.10.3 Prompts

1. Enter the number of the RFQ you want to view. If you do not know the entire number, you can enter the suffix ('00002' in the example below) or enter a question mark and IFCAP will list the available RFQs.

2. You may review the RFQ if you like.
3. Verify that the RFQ you have chosen is correct.
4. Enter your electronic signature code.
5. Enter another RFQ at the Select RFQ to Award: prompt, or press the Enter key to return to the Evaluation and Award Menu.

```

Select RFQ to Award: 658-96-RFQ-00002                EVALUATION COMPLETE
Do you wish to review this RFQ? YES//

RFQ #: 658-96-RFQ-00002                Status: EVALUATION COMPLETE
Assigned PA: UNASSIGNED(INACT),H        Priority:
Requesting Service:
Substation:
Requestor:                Requestor's Phone #:
RFQ Ref Date:                Quote Due Date/Time:    3,1700
Reqd Delivery Date: JUN 27,1996        FOB: DESTINATION
Ship To: 143-RECEIVING                Deliver To: BLDG 6
Primary 2237:                Set Aside: YES
FCP:
Solicited Vendors:
  Name                        Dun & Bradstreet  Method
  MEDLINE INDUSTRIES INC      025460908         ELECTRONIC
  GENERAL MEDICAL             023938681         ELECTRONIC
  M G SCIENTIFIC INC          155147937         ELECTRONIC
Transmit 'PUBLIC': YES
Items on RFQ:
  Line #: 1                    Item Master #: 11876
  Origin 2237: 658-96-3-064-0035      Line #: 1
  Quantity: 25.00                    Unit: EA
  SIC Code: 5047 MEDICAL AND HOS      Drug Code:
  NSN:                                FSC: 6515
  M Part #: 0450M                    Lot #:

  Serial #:                          Hazmat Code:
  BOC: 2660 Operating Supplies and Materials
  Vendor Selected: KONICA MEDICAL CORPORATION
  Vendor's Unit of Purchase: EA        Vendor's Price: 11.1100
  Destination 2237:                    Line #:
  Request's Item Description:
  EVACUATOR ELLIK Stock #: 0450M EVACUATOR ELLIK TO BE USED WITH CYSTO
  CASE CARTS IN UROLOGICAL PACKAGING MULTIPLE: 1/EA

  Delivery Schedule:
  Line #: 2                    Item Master #:
  Origin 2237: 658-96-3-064-0035      Line #: 2
  Quantity: 4.00                    Unit: CS
  SIC Code: 5047 MEDICAL AND HOS      Drug Code:
  NSN:                                FSC: 6510
  M Part #:                          Lot #:
  Serial #:                          Hazmat Code:
  BOC: 2660 Operating Supplies and Materials
  Vendor Selected: KONICA MEDICAL CORPORATION
  Vendor's Unit of Purchase: CS        Vendor's Price: 18.2500
  Destination 2237:                    Line #:
  Request's Item Description:
  BANDAGE -COVER ROLL STRETCH 12/CS

  Delivery Schedule:
  Line #: 3                    Item Master #:
  Origin 2237: 658-96-3-064-0035      Line #: 3
  Quantity: 3.00                    Unit: PG
  SIC Code: 5047 MEDICAL AND HOS      Drug Code:
  NSN:                                FSC: 6510
  M Part #:                          Lot #:
    
```

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| | | |
|--|------------------------------|---------|
| Serial #: BOC: 2660 Operating Supplies and Materials | Hazmat Code: | |
| Vendor Selected: BARD | | |
| Vendor's Unit of Purchase: BX | Vendor's Price: 5.2500 | |
| Destination 2237: | Line #: | |
| Request's Item Description: BANDAGE ELASTIC ECONOMY 6" 10/PG | | |
| Delivery Schedule: | | |
| Line #: 4 | Item Master #: | |
| Origin 2237: 658-96-3-064-0035 | Line #: 4 | |
| Quantity: 1.00 | Unit: CS | |
| SIC Code: 5047 MEDICAL AND HOS | Drug Code: | |
| NSN: | FSC: 6510 | |
| M Part #: | Lot #: | |
| Serial #: | Hazmat Code: | |
| BOC: 2660 Operating Supplies and Materials | | |
| Vendor Selected: BARD | | |
| Vendor's Unit of Purchase: CS | Vendor's Price: 25.2500 | |
| Destination 2237: | Line #: | |
| Request's Item Description: BANDAGE GAUZE 1' KLING 96/CS Stock #: | | |
| Delivery Schedule: | | |
| Special Remarks: | | |
| Administrative Certifications: | | |
| RFQ's Last Editor: UNASSIGNED(INACT),H | Date/Time: JUN 23,1996 20:30 | |
| RFQ's MailMan Message #: 36648 | | |
| Vendors Submitting Quotes: | | |
| Name | Dun & Bradstreet | # Items |
| KONICA MEDICAL CORPORATION | 069293090 | 2 |
| KONICA MEDICAL CORPORATION | 007979362 | 2 |
| BARD | | 2 |
| No. of Quotes: 3 | | |
| No. of 864 Text Messages: 7 | | |
| Award Justification: LOWEST PRICES | | |
| Is this the correct RFQ? NO// y YES | | |
| Enter ELECTRONIC SIGNATURE CODE: | Thank you. | |
| Select RFQ to Award: | | |
| Manual Entry of Vendor's Quote | | |
| Line Item Abstract | | |
| Aggregate Abstract | | |
| View Single Vendor Quote | | |
| Quote Vendor Inquiry | | |
| View RFQ | | |
| View 864 Text Messages for RFQ | | |
| Complete Quote Evaluation & Award | | |
| Award an Evaluation Complete RFQ | | |
| Vendor File Edit | | |
| Item File Edit | | |
| Edit an Incomplete Purchase Order | | |
| Select Evaluation and Award Menu Option: | | |

4.3.11 Vendor File Edit

4.3.11.1 Introduction

This function allows Supply Service to maintain a file of vendors. For each vendor, data is specified for the address, phone number, account number, method of business, contract number, type of ownership and special factors. This file is maintained by Supply Service.

Note: Many of the prompts in this option ask for information that you can derive from a recent quote supplied by the vendor.

4.3.11.2 Menu Path

1. Select Request for Quotation Main Menu from the Purchasing Agent menu.
2. Select Evaluation and Award Menu from the Request for Quotation Main Menu.
3. Select Vendor File Edit from the Evaluation and Award Menu.

```

Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Evaluation and Award Menu

Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option: Vendor File Edit
    
```

4.3.11.3 Prompts

1. Enter a station number.
2. Enter the name of the vendor you wish to add or edit. If you want to edit an existing vendor, but do not know the name, enter as many of the first characters of the vendor name that you know. If you do not know the name at all, enter three question marks and IFCAP will list the available vendors. If you are adding a new vendor, enter the new vendor name. When IFCAP asks, 'Are you adding '(Vendor Name)' as a new vendor?', enter Y.

Note: When you add or edit a vendor in IFCAP, IFCAP sends a Vendor Request (VRQ) document to FMS, ensuring that IFCAP and FMS vendor records correspond.

3. Enter or edit the name, the address where the purchase order is sent, and the fax number.
4. Enter or edit the tax identification number or social security number of the vendor.
5. Enter N at the Non-Recurring/Recurring Vendor: prompt if you anticipate that IFCAP will only use the vendor one time.
6. Enter or edit the address where the payment is sent.
7. Enter Y at the 1099 Vendor Indicator: prompt if a 1099 form is completed for the vendor. A 1099 form is an IRS form for reporting self-employed income.
8. Enter or edit the vendor type. If you do not know the vendor type, enter three question marks at the prompt and IFCAP will list the available vendor types.
9. Enter or edit the phone number for the vendor and the representative of the vendor that accepts telephone solicitations for Government purchase orders.
10. Enter or edit the account number.
11. Enter the contract number, the beginning date of the contract, and its expiration date.
12. Enter the terms of the contract. For example, if the vendor offers a 2% discount if the net payment is received in 10 days, and requires payment in full in 30 days, the terms of the contract are '2%/10 NET 30'.
13. Enter another contract number if you like.
14. Enter or edit whether the vendor is located in a designated Labor Surplus Area. Labor Surplus Areas are geographic areas defined by the Department of Labor as having a labor surplus. To determine whether the vendor is in a Labor Surplus Area, look up the city, county and state of the vendor in "Area Trends in Employment and Unemployment," published by the U.S. Department of Labor.
15. Enter or edit the Federal Procurement Data System (FPDS) business category that applies to the vendor at the Business Type: prompt.
16. Enter or edit the Federal Procurement Data System (FPDS) socioeconomic group that applies to the vendor.
17. Enter any applicable special factors to be considered when ordering from the vendor, for example, minimum or maximum order, written purchase orders required, whether the freight-on-board charges are charged to the origin or destination, etc.
18. Enter whether the vendor has entered into a guaranteed delivery agreement with the Government. Guaranteed delivery is applicable only to vendors who deliver to locations other than a VA receiving area, such as the home of a veteran. Guaranteed delivery is required in the vendor file before you place a direct delivery order with that vendor.
19. Enter or edit the synonym for the vendor.
20. Enter whether there is an SF-129 on file for the vendor, or if an SF-129 is not applicable for the vendor. An SF-129 is application from a vendor to be placed on a mailing list to receive announcements for bids. Vendor applicants submit these forms to Purchasing and Contracting, which keeps them on file for one year.
21. Enter a Dun & Bradstreet number for the vendor, if one is available.
22. Enter another station number at the Select Station Number: prompt, or enter a caret (^) to return to the Evaluation and Award Menu.

Note: The Dun and Bradstreet number is a unique number used to identify vendors in electronic communication and transactions. IFCAP users can communicate with vendors electronically using a Dun and Bradstreet number and registration with the EDI office in Austin or electronically through public broadcast.

```

Select STATION NUMBER (^ TO EXIT): 688//          WASHINGTON,DC
Select VENDOR NAME: ???

CHOOSE FROM:
  1          AOBC          301-427-0993 NO. 1
    SPECIAL FACTORS:
    ORDERING ADDRESS: 991 MAIN STREET
                      SILVER SPRING, MD 20910

  2          JOHNSON      EDI VENDOR          703 591-0909 NO. 3
    SPECIAL FACTORS:
    ORDERING ADDRESS: 9820 MAIN STREET
                      FAIRFAX, VA 22032
    YOU MAY ENTER A NEW VENDOR, IF YOU WISH
    ANSWER MUST BE 1-36 CHARACTERS IN LENGTH
Select VENDOR NAME: Johnson          EDI VENDOR          703 591-0909 NO. 3
    SPECIAL FACTORS:
    ORDERING ADDRESS: 9820 MAIN STREET
                      FAIRFAX, VA 22032

    ..OK? YES// (YES)
NAME: JOHNSON//
ORDERING ADDRESS1: 9820 MAIN STREET//
ORDERING ADDRESS2: SUITE 600//
ORDERING ADDRESS3:
ORDERING CITY: FAIRFAX//
ORDERING STATE: VIRGINIA//
ORDERING ZIP CODE: 22032//
FAX #:
NON-RECURRING/RECURRING VENDOR: N NON-RECURRING VENDOR
PAYMENT ADDRESS1: 9820 MAIN STREET//
PAYMENT ADDRESS2: SUITE 600//
PAYMENT CITY: FAIRFAX//
PAYMENT STATE: VIRGINIA//
PAYMENT ZIP CODE: 22032//
1099 VENDOR INDICATOR: YES// ???
  Is a 1099 form filled out for this vendor?
  CHOOSE FROM:
    N          NO
    Y          YES
1099 VENDOR INDICATOR: YES//
VENDOR TYPE: EMPLOYEE// ???
  This is a list of different kinds of vendors.
  CHOOSE FROM:
    A          AGENT CASHIER
    C          COMMERCIAL
    E          EMPLOYEE
    F          FEDERAL GOVERNMENT
    G          GSA
    I          INDIVIDUALS-OTHER
    O          OTHER COUNTRIES
    R          COMMERCIAL-RECURRING PMTS
    U          UTILITY COMPANIES
    V          VETERANS
VENDOR TYPE: EMPLOYEE//
VENDOR PHONE NUMBER: 703 591-0909// 703 844-2525
PROCUREMENT CONTACT PERSON: FRANK N. FURTER// Everett Scott
ACCOUNT NO.: 123-23-32322231//
Select CONTRACT NUMBER: ABC12345//
  CONTRACT NUMBER: ABC12345//
    
```

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```
BEGINING DATE: T (JUL 28, 1994)
EXPIRATION DATE: DEC 12,1999//
CONTRACT TERMS: 2 %/10 NET 30// ???
  These are the contract terms.
CONTRACT TERMS: 2 %/10 NET 30//
Select CONTRACT NUMBER:
LABOR SURPLUS AREA?: NO//
BUSINESS TYPE (FPDS): SMALL//
Select SOCIOECONOMIC GROUP (FPDS): OO// ???
  161          OO

  This is the socioeconomic group.

CHOOSE FROM:
  156          N          SM DISADVANTAGED BUS
  157          P          SHELTERED WORKSHOP
  158          Q          VIETNAM VET-OWNED SM
  159          R          DISABLED VET (NOT VIETNAM)
  160          W          WOMAN-OWNED SM BUS
  161          OO         NONE OF THE ABOVE
  162          S          VETERAN-OWNED SM BUSINESS

Select SOCIOECONOMIC GROUP (FPDS): OO//
SPECIAL FACTORS: ???
  These are the special factors to be considered when ordering
  from this vendor.
SPECIAL FACTORS:
GUARANTEED DELIVERY VENDOR?: YES// ???
  Enter YES if there is a guaranteed delivery agreement for this vendor.
  CHOOSE FROM:
    Y          YES
    N          NO
GUARANTEED DELIVERY VENDOR?: YES//
Select SYNONYM: ???

  This is the synonym for the vendor.
Select SYNONYM:
IS A SF129 ON FILE?: NOT APPLICABLE// ???
  This indicates whether or not a Standard Form 129 is on file.
  CHOOSE FROM:
    Y          YES
    N          NO
    NA         NOT APPLICABLE
IS A SF129 ON FILE?: NOT APPLICABLE//
DUN & BRADSTREET #: 23108957//

Select STATION NUMBER ('^' TO EXIT): ^

  Manual Entry of Vendor's Quote
  Line Item Abstract
  Aggregate Abstract
  View Single Vendor Quote
  Quote Vendor Inquiry
  View RFQ
  View 864 Text Messages for RFQ
  Complete Quote Evaluation & Award
  Award an Evaluation Complete RFQ
  Vendor File Edit
  Item File Edit
  Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option:
```

4.3.12 Item File Edit

4.3.12.1 Introduction

This function is used to create or edit Purchase Request Cards. For each item, data is specified for the item name, a description of the item, the unit of purchase, NSN, source code and vendor.

4.3.12.2 Menu Path

1. Select Request for Quotation Main Menu from the Purchasing Agent menu.
2. Select Evaluation and Award Menu from the Request for Quotation Main Menu.
3. Select Item File Edit from the Evaluation and Award Menu.

```

Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Evaluation and Award Menu

Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option: Item File Edit
    
```

4.3.12.3 Prompts

1. Enter a station number.
2. At the Select Item Master Number: prompt, enter the item master number of the item you wish to edit. You may also enter NEW at the Select Item Master Number: prompt and enter a new item.
3. Edit the description of the item.
4. Edit the federal supply classification (FSC) of the item.
5. Edit the national stock number (NSN) and the date the national stock number was verified.
6. Edit the item name code (INC) of the item.
7. Edit the manufacturer's part number for the item.
8. Edit the stock-keeping unit of Measure (SKU) of the item.
9. Edit the vendor.

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10. Edit the unit of purchase.
11. Edit the unit cost.
12. Edit the packaging multiple.
13. Edit the unit conversion factor.
14. Edit the contract for the item.
15. Edit the vendor stock number of the item.
16. Edit the minimum and maximum order quantity of the item.
17. Edit the required order multiple of the item.
18. Edit the mandatory source of the item.
19. Edit the budget object code (BOC) for the item.
20. Edit the Fund Control Point, and the preferred vendor (the vendor from which you normally buy the item). You may also see other prompts related to the item, such as a Food Group: prompt for dietetic purchases.
21. You may enter another item to edit at the Select Item Master Number: prompt, or press the Enter key to return to the Evaluation and Award Menu.

```
Select STATION NUMBER ('^' TO EXIT): 688//           WASHINGTON,DC

Select ITEM MASTER NUMBER: ???

CHOOSE FROM:
  69      HAIR SPRAY
  101     LIGHT BULB
  102     PEN SET

Select ITEM MASTER NUMBER: 69           HAIR SPRAY
SHORT DESCRIPTION: HAIR SPRAY//
DESCRIPTION:
  1>What Suri needs for his hair
EDIT Option:
FSC: 8530// ???
      This is the federal supply classification.

CHOOSE FROM:
  1045    Torpedo and Depth Charge Launchers
  1105    Nuclear Bombs
  1280    Aircraft Bombing FC Components
  1325    Bombs
  1450    Guided Missile Handling/Svc Equip.
  1550    Drones
  1860    Space Survival Equipment
  . . .
  6505    DRUGS & BIOLOGICALS
  6508    MED. COS. & TOILETRIES
  6510    SURG. DRESS. MATERIALS

FSC: 8530// 6508           MED. COS. & TOILETRIES
NSN: 8530-01-123-1234//
NSN VERIFIED: ???
  Examples of Valid Dates:
    JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
    T   (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
    T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
  If the year is omitted, the computer uses the CURRENT YEAR.
  You may omit the precise day, as: JAN, 1957

      The date that the National Stock Number was verified.
NSN VERIFIED: T (JUL 28, 1994)
INC: ???
      This field lists the Item Name Code for this item.
INC: BR-549
```

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```
MFG PART NO.: ???
    This is the Manufacturer's Part Number (#).
MFG PART NO.: THX-1138
SKU: ???
    This is the Stock Keeping Unit of Measure.

CHOOSE FROM:
  AM      AMPOULE
  AT      ASSORTMENT
  . . . . .
  CM      CENTIMETER
  CN      CAN
  CO      CONTAINER

SKU: CN          CAN
Select VENDOR: GENERAL SERVICES ADMINISTRATION//
  VENDOR: GENERAL SERVICES ADMINISTRATION//
  UNIT OF PURCHASE: EA//
  UNIT COST: 4//
  PACKAGING MULTIPLE: 1//
  UNIT CONVERSION FACTOR: 1//
  CONTRACT:
  VENDOR STOCK #: ???
    This is the vendor stock number for this item.
  VENDOR STOCK #: THX-1138
  MINIMUM ORDER QTY: 1
  MAXIMUM ORDER QTY:
  REQUIRED ORDER MULTIPLE: ???
    This is the required order multiple for this item.
  REQUIRED ORDER MULTIPLE:
Select VENDOR:
MANDATORY SOURCE:  GENERAL SERVICES ADMINISTRATION          2021234567  NO. 4
                   SPECIAL FACTORS: FEDERAL VENDOR
                   ORDERING ADDRESS: 12345 HERE ST
                                       WASHINGTON, DC 20045

BOC: 2535 Interior Decorating Services// ???
    This is the BOC for this item.

CHOOSE FROM:
  1001 Administrative Personnel
  1002 Clerical Personnel
  . . . . .
  1046 Psychiatry Research Fello
  1047 Schizophrenia Research Fe
  1048 Ambulatory Care Fellows

BOC: 2535 Interior Decorating Services// 1047 Schizophrenia Research Fe
Select FCP: ???
  688101          688101

Select FCP: 688101
PREFERRED VENDOR: 4 GENERAL SERVICES ADMINISTRATION          2021234567  NO. 4
                   SPECIAL FACTORS: FEDERAL VENDOR
                   ORDERING ADDRESS: 12345 HERE ST
                                       WASHINGTON, DC 20045

Select ITEM MASTER NUMBER:

    Manual Entry of Vendor's Quote
    Line Item Abstract
    Aggregate Abstract
    View Single Vendor Quote
    Quote Vendor Inquiry
    View RFQ
    View 864 Text Messages for RFQ
```

How to Make Purchases Using Requests for Quotations

```
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option:
```

4.3.13 Edit an Incomplete Purchase Order

4.3.13.1 Introduction

Use this option to complete a purchase order that has not been signed by the contracting officer.

4.3.13.2 Menu Path

1. Select Request for Quotation Main Menu from the Purchasing Agent menu.
2. Select Evaluation and Award Menu from the Request for Quotation Main Menu.
3. Select Edit an Incomplete Purchase Order from the Evaluation and Award Menu.

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: Request for Quotation Main Menu

Process Menu ...
Evaluation and Award Menu ...

Select Request for Quotation Main Menu Option: Evaluation and Award Menu

Manual Entry of Vendor's Quote
Line Item Abstract
Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option: Edit an Incomplete Purchase Order
```

4.3.13.3 Prompts

1. Enter a station number.
2. Enter the purchase order number.
3. IFCAP will ask you for the method of processing, or how the vendor will be paid for the purchase. INVOICE/RECEIVING REPORT means that the order will be received by the warehouse, the warehouse will create a receiving report for the order, and the order will be paid via FMS. CERTIFIED INVOICE means that the order is for a service; the Control Point

Official will certify that the service has been rendered, and the station that generated the purchase order will pay the vendor. PAYMENT IN ADVANCE is an order that Fiscal Service forwards to a vendor with a check included. GUARANTEED DELIVERY orders are for goods and services that go directly to a veteran. IMPREST FUNDS/CASHIER orders are paid with cash, a GELCO draft (third party check), or a credit card.

Note: Only vendors that are listed as guaranteed delivery vendors in the vendor file can receive guaranteed delivery orders.

4. IFCAP will ask you if the order is an estimate order. Estimate orders are orders that have an unknown cost at the time the Control Point Official transmitted the order. Orders for services, i.e., equipment repair, are often estimated orders, since the vendor doesn't determine the actual cost until the vendor completes the repair.
5. IFCAP will ask for the invoice address. The invoice address indicates where the vendor is to mail the invoice. Invoice/Receiving Report orders for subsistence (perishable food items) list the local VA facility as the recipient of the invoice. All other Invoice/Receiving Report orders will send the invoice to FMS. Certified Invoices are sent to Fiscal Service at the local VA facility. Guaranteed Delivery invoices are forwarded to FMS. Payment in Advance and Imprest Funds/Cashier orders do not require invoices, so you would accept the address shown on the order.
6. Enter a vendor name or number at the Vendor: prompt. You may add a new vendor if you wish.

Note: If you add a new vendor, IFCAP will create a vendor request (VRQ) document and transmit it to FMS, ensuring that IFCAP and FMS vendor records correspond.

1. Enter the source code for the purchase order. The source code identifies what type of source the vendor represents, e.g., a Government source, a private source, a contract source, etc. Source codes are listed in MP-4 Part V, Appendix B-1.
2. If you choose "Open Market" at the Source Code: prompt, IFCAP will ask you to explain why you're making the purchase from the open market, as opposed to purchasing it from a mandatory source.
3. IFCAP will ask for the "Request Worksheet 2237 Transaction Number", or the number of the transaction that you're turning into a purchase order. Enter the last four numbers of the transaction number if you are adding another 2237 to the order other than the one already assigned to the purchase order by awarding the RFQ.
4. Enter the 2237 transaction number that lists the items you are going to purchase. If you do not know the 2237 transaction number, enter the Control Point, fiscal year and fiscal quarter (for example, 688-95-4) and IFCAP will list the available transaction numbers. If you do not know any part of the transaction number, enter three question marks and IFCAP will list the available transaction numbers.
5. Enter the line item on the 2237 that you want to purchase, or enter A for all of the items on the 2237. If the purchase is funded by a multi-year appropriation, IFCAP will ask you to specify the first year of the appropriation. If you do not select all of the items on the original 2237, IFCAP will create a new 2237 with the item(s) you specified and ask you if you want to print it.
6. Enter another 2237 transaction number if you like.
7. Enter the Fund Control Point for the purchase if IFCAP prompts you for it.

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8. Enter the cost center at the Cost Center: prompt if this purchase is assigned to a section or service that has a cost center defined in IFCAP for their expenses. Cost centers allow Fiscal staff to create total expense records for a section or service.
 9. Enter the name of the service that will use the items you are purchasing.
 10. Enter the final destination of the purchase at the Delivery Location: prompt.
 11. Enter where you want the VENDOR to deliver the purchase at the Ship To: prompt.
 12. Enter Y at the Verbal Purchase Order: prompt if the order was made verbally, and no written purchase order will be sent to the vendor.
 13. Enter O for origin at the F.O.B. (Freight On Board) Point: prompt if additional freight charges are due to the carrier at the time of delivery.
 14. Enter the date that the purchase is due at the Delivery Date: prompt.
 15. Enter the method of purchase for these items at the Select Purchase Method: prompt. If you do not know the method category, enter three question marks and IFCAP will list the available purchase methods. You may enter multiple purchase methods if you like.
- Note: During the RFQ award, IFCAP populates the Proposal: field with the seller's reference number.**

1. Edit the estimated shipping and handling charges.
2. If there are estimated shipping and/or handling charges, enter the budget object code (BOC) that will pay the charges at the Est. Shipping BOC: prompt.
3. Edit the discount terms for prompt payment at the Prompt Pay Type: prompt. Edit your name at the Purchasing/PPM Agent: prompt.
4. Edit whether the purchase order is certified.
5. Edit the line item number of the item on the 2237 that you want to purchase.
6. Edit the item master file number of the item.
7. Edit a description of the item.
8. Edit the quantity of units (boxes, cases, etc.) that you want to purchase.
9. Edit the unit of purchase (boxes, cases, etc.)
10. If you do not know the unit of purchase, enter three question marks at the prompt and IFCAP will list the available units of purchase.
11. Edit the cost per unit at the Actual Unit Cost: prompt.
12. Edit the minimum number of units you can order per shipping package at the Packaging Multiple: prompt.
13. Edit the stock-keeping unit of the item at the SKU: prompt. The stock-keeping unit is the unit that the warehouse uses to store the item.
14. Edit the factor that you use to convert the SKU to the unit of purchase at the Unit Conversion Factor: prompt.
15. Edit the stock number supplied by the vendor for the item.
16. Edit the national stock number (NSN).
17. Edit the federal supply classification of the item. IFCAP might list some additional prompts based on the federal supply classification.
18. At the Contract: prompt, enter a contract number if the purchase price and vendor is established by a purchasing contract with that vendor.

19. Edit the budget object code classification for the item at the BOC: prompt. If you do not know the budget object code, enter three question marks at the prompt and IFCAP will display the available budget object codes.
20. At the Enter/Edit Delivery Schedule for this Item?: prompt, press the Enter key. If you enter a delivery schedule for the item, you are notifying the vendor that you want them to deliver different amounts of the items on different days. Make sure that the total number of items among all of the delivery dates equals the total number of items you are ordering.
21. Enter another line item number if you like.
22. Enter any special administrative forms of payment at the Select Administrative Certifications: prompt. If you do not know the administrative certification categories, enter three question marks and IFCAP will list the available categories.
23. Enter comments if you like.
24. If there is a discount available for any item on the purchase order, enter the line item number at the Select Discount Item: prompt and enter the discount for the item.
25. If the entire purchase order is subject to a percent discount for prompt payment, enter the percent of the discount at the Select Prompt Payment Percent: prompt.
26. Enter the type of prompt payment discount at the Prompt Pay Type: prompt.
27. Enter the amount of days that the payment has to be made to receive the discount at the Days (Term): prompt. IFCAP lists the business type of the vendor assigned to the vendor in the vendor file. You cannot edit the business type of the vendor here.
28. Report the purchase order to the Federal Procurement Data System (FPDS) if the purchase order qualifies for reporting. Do not report the purchase order to FPDS for purchases over \$25,000. Enter three question marks at the prompt to read the other exceptions to FPDS reporting. The General Services Administration uses FPDS data to compile statistics of compliance to minority and small business purchasing requirements as per the Competition in Contracting Act. Enter the appropriate business category codes at the prompts. If you do not know the category codes, enter three question marks at the prompts and IFCAP will list the available codes.
29. Review the purchase order if you like.
30. If the purchase order is ready for approval, send it to Fiscal Service and enter your electronic signature code. If you need to make corrections to the purchase order before you send it to Fiscal Service, enter N at the Send to Fiscal Service? prompt and use the Edit an Incomplete Purchase Order option
31. Enter a purchase order number at the Purchase Order: prompt to transmit another purchase order or enter a caret (^) at the prompt to return to the Evaluation and Award Menu.

```
Select STATION NUMBER ('^' TO EXIT): 658//          SALEM, VA

P.O./REQ.NO.:    658-C10625    08-02-96  ST  Order Not Completely Prepared
                FCP: 035      $ 135.00  KONICA MEDICAL CORPORATION
Method of Processing=CERTIFIED INVOICE
P.O. DATE: AUG 2,1996//
METHOD OF PROCESSING: CERTIFIED INVOICE//
ESTIMATED ORDER?: NO//
INVOICE ADDRESS: FMS-VA-2 (658)//
VENDOR: KONICA MEDICAL CORPORATION//
PAYMENT ADDRESS1: 411 NEWARK POMPTON TPK  Replace
PAYMENT ADDRESS2:
PAYMENT CITY: NEWARK//
PAYMENT STATE: NEW JERSEY//
```

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```
PAYMENT ZIP CODE: 12345//
SOURCE CODE: ??
SOURCE CODE
SOURCE CODE: ?
SOURCE CODE
Answer with SOURCE CODE, or ABBREVIATION
Choose from:
2      Open Market
4      VA Decentralized Schedule
5      Federal Prison Industries
6      Fed.Supply Sched.or OGA Contracts
7      Consolidated Procurement
9      Marketing Center
B      Combination of 2,4,6

SOURCE CODE: 2      Open Market
LOCAL PROCUREMENT REASON CODE: ??
Answer with LOCAL PROCUREMENT REASON CODES
LOCAL PROCUREMENT REASON CODE: ?
Answer with LOCAL PROCUREMENT REASON CODES
Choose from:
1      EMERGENCY PROCUREMENT
2      PERISHABLE GOODS
3      NOT AVAILABLE FROM MANDATORY SOURCE
4      ITEM NOT AVAILABLE BY REQUIRED DATE
5      MANDATORY SOURCE CONTRACT EXPIRED
6      ITEM FOR RESEARCH OR EDUCATION
7      QIR PENDING OR APPROVED
8      MINIMUM ORDER REQUIREMENT
9      MAXIMUM ORDER LIMIT
10     IDENTICAL ITEM AT LOWER COST

LOCAL PROCUREMENT REASON CODE: 3      NOT AVAILABLE FROM MANDATORY SOURCE
Enter a 2237 reference number. The FCP, Cost Center, Service, Delivery
Location and Line Items will be transferred into this Purchase Order.

The 2237 Fiscal Year and Quarter must be earlier or same
as the P.O. Date Fiscal Year and Quarter.

This Purchase Order already contains:
658-96-4-035-0336
Select REQUEST WORKSHEET 2237 TRANSACTION NUMBER:
FCP: 035 SUPPLY OFFICE SUPPLIES
COST CENTER: 844100//
REQUESTING SERVICE: SUPPLY//
DELIVERY LOCATION: Bldg 41, Rm 207//
SHIP TO: 143-RECEIVING//
VERBAL PURCHASE ORDER (Y/N): NO// NO
F.O.B. POINT: DESTINATION//
DELIVERY DATE: AUG 1,1996//
PROPOSAL: JIM-TEST-BID-65-1//
Select PURCHASE METHOD: ??
Answer with PURCHASE METHOD
Answer with PURCHASE AUTHORITY NUMBER, or ABBREVIATION
Select PURCHASE METHOD: ??
Select PURCHASE METHOD: ?
Answer with PURCHASE METHOD
You may enter a new PURCHASE METHOD, if you wish
Answer with PURCHASE AUTHORITY NUMBER, or ABBREVIATION
Do you want the entire 11-Entry PURCHASE AUTHORITY List? y (Yes)
Choose from:
1      BSH      Blind and Severely Handicapped
2      CON      Consolidated Purchase Order
3      FAR 13   Open Market
4      OGA      Other Government Agencies
5      VADC     VA Decentralized Contracts
6      FSS      Federal Supply Schedule Contracts by GSA
```

How to Make Purchases Using Requests for Quotations

```
7      MCC      Deliver Orders Against Medical Center Contracts
8      OAC      Delivery Orders Against Other Agency Contracts
9      VAFSS    Federal Supply Schedule Contracts by VA Marketing Center
10     IFB      Sealed Bid Contract Award
11     RFP      Negotiated Contract Award

Select PURCHASE METHOD: 10          IFB          Sealed Bid Contract Award
Select PURCHASE METHOD:
EST. SHIPPING AND/OR HANDLING: 50
  FOB is Destination, Are you sure you want Handling Charges ? YES// n  (NO)
  <DELETED>??
  ENTER A DOLLAR AMOUNT BETWEEN 0 AND 9999.99
EST. SHIPPING AND/OR HANDLING: 0
  FOB is Destination, Are you sure you want Handling Charges ? YES// n  (NO)
  <DELETED>??
  ENTER A DOLLAR AMOUNT BETWEEN 0 AND 9999.99
EST. SHIPPING AND/OR HANDLING:
PROMPT PAY TYPE: A//  NORMAL
PA/PPM/AUTHORIZED BUYER: WHITE,BASIL//
CERTIFIED P.O.: Y//  YES
Select LINE ITEM NUMBER: 2//
  LINE ITEM NUMBER: 2//
  ITEM MASTER FILE NO.: 12360//
  DESCRIPTION:
MEDLINE TEST STUFF, LARGE, USED TO TEST ELECTRONIC RFQ SYSTEM, 100/CASE

  Edit? NO//
  QUANTITY: 50//
  UNIT OF PURCHASE: CS//
  ACTUAL UNIT COST: $1.8500//
  CONTRACT #:
  BOC: 2660 Operating Supplies and Materials Replace
Enter/Edit Delivery Schedule for this Item? NO//  (NO)
Select LINE ITEM NUMBER:
Select ADMINISTRATIVE CERTIFICATIONS:
COMMENTS:
  No existing text
  Edit? NO//
Select DISCOUNT ITEM:
Select PROMPT PAYMENT PERCENT: 1//
  PROMPT PAYMENT PERCENT: 1//
  DAYS (TERM): 10//
BUSINESS TYPE: 2 LARGE
Is this P.O. to be reported to the FPDS system (Under $25,000 report)? YES//
(YES)
Possible Method/Type Codes: A2,D2,E2
ITEM: 1:2,          AMOUNT: 135
TYPE CODE: ??
  MUST BE A TYPE CODE
TYPE CODE: A2          SM PURCHASE (FAR PART 13)//LARGE BUSINESS
  P.O. for supplies, non P/S & construction for 25k or less.

Possible Competitive Status/Business codes: X2,Z2

COMP. STATUS/BUSINESS: ?
  Enter Competitive Status only
  Answer with CODE INDEX NUMBER, or NAME
  Do you want the entire CODE INDEX List? y  (Yes)
Choose from:
  122          X2          COMPETED//LARGE BUSINESS
  130          Z2          NOT AVAILABLE FOR COMP//LARGE BUSINESS
  Util. excl. telecom,foreign gov.,8(a),& open market PO's 2.5k or le
ss.

COMP. STATUS/BUSINESS: 122 X2          COMPETED//LARGE BUSINESS

Possible Preference Program Codes: K,M,O
```

How to Make Purchases Using Requests for Quotations

```
PREF. PROGRAM: H??
  Only the listed codes are allowed
PREF. PROGRAM: ?
  Only the listed codes are allowed
Answer with CODE INDEX NUMBER, or NAME
Do you want the entire CODE INDEX List? y (Yes)
Choose from:
  152          K      LABOR SURPLUS AREA AWARD
  154          M      8 (A) PROGRAM
  155          O      NONE OF THE ABOVE

PREF. PROGRAM: 155 O      NONE OF THE ABOVE

Following Socioeconomic Group Codes brought over from Vendor File:
OO NONE OF THE ABOVE

Review Purchase Order ? YES// (YES)

PURCHASE ORDER: 658-C10625      STATUS: Pending Contracting Officers Signa
M.O.P.: CERTIFIED INVOICE      LAST PARTIAL RECD.:
REQUESTING SERVICE: SUPPLY

VENDOR: KONICA MEDICAL CORPORATION      SHIP TO: 143-RECEIVING
        411 NEWARK POMPTON TPK          V.A. Medical Center
        P O BOX 985                    1970 ROANOKE BLVD
        WAYNE, NJ 07470                SALEM, VA 24153
        800 934 1034 X488

DELIVERY HOURS:
8AM TO 3:30PM

*EDI ORDER* DO NOT MAIL

DELIVERY LOCATION: Bldg 41, Rm 207
```

| | | |
|--------------------------|-----------------------------|---------------|
| FOB POINT: DESTINATION | PROPOSAL: JIM-TEST-BID-65-1 | AUTHORITY: |
| COST CENTER: 844100 | | IFB |
| TYPE: PURCHASE ORDER | | AGENT: |
| DELIVER ON/BEFORE 8/1/96 | CONTRACT: | BASIL WHITE |
| DISCOUNT TERM: 1%10 | | DATE: 8/2/96 |
| APP: 3660160-035 | | TOTAL: 135.00 |

^

```
Print Purchase Order ? YES// (YES)
Enter ELECTRONIC SIGNATURE CODE:      Thank you.

...now generating the PHA transaction..
...updating running balance status fields in 410...WITH 2237
...now generating the FMS Service Order (SO) Document...
...HMMM, I'M WORKING AS FAST AS I CAN...
...HMMM, THIS MAY TAKE A FEW MOMENTS...
...now generating the PHA transaction
...please wait while I update the due-ins at the inventory points...

P.O./REQ.NO.:
```

Manual Entry of Vendor's Quote
Line Item Abstract

How to Make Purchases Using Requests for Quotations

Aggregate Abstract
View Single Vendor Quote
Quote Vendor Inquiry
View RFQ
View 864 Text Messages for RFQ
Complete Quote Evaluation & Award
Award an Evaluation Complete RFQ
Vendor File Edit
Item File Edit
Edit an Incomplete Purchase Order

Select Evaluation and Award Menu Option:

How to Make Purchases Using Requests for Quotations

CHAPTER 5 MONITOR THE STATUS OF PO'S, RFQS AND REQUISITIONS

5.1 Menu Path

1. From the Purchasing Agent's Menu, select Purchase Orders Menu.
2. From the Purchase Orders Menu, select Purchase Order Display.

```
Purchase Orders Menu ...
  Display/Print Menu ...
  P&C Utilities Menu ...
  Management Reports Menu ...
  Request Further Clarification or Return to Service
  EDI/RFQ Reports
  Request for Quotation Main Menu ...
```

```
Select Purchasing Agent Option: Purchase Orders Menu
```

```

  New Purchase Order
  Edit an Incomplete Purchase Order
  Amendment to Purchase Order
  Cancel an Unobligated Purchase Order
  Remove 2237 from P.O.
  Purchase Order Display
  Item Display
  Vendor Display
  Reserve a Purchase Order Number
  FPDS Data Edit
  EDI Retransmit
  Edit Direct Delivery Order for Purchase Card
  New Direct Delivery Order for Purchase Card
```

```
Select Purchase Orders Menu Option: Purchase Order Display
```

5.2 Prompts

1. Enter a station number, or enter three question marks to see a list of available station numbers.
2. Enter the purchase order number at the P.O./Req. No.: prompt. If you do not know the purchase order number, enter three question marks (???) and IFCAP will display a list of the available purchase orders and requisitions.
3. Enter another purchase order number or requisition number at the P.O./Req. No.: prompt, or press the enter key to return to the Purchase Orders menu.
4. Find the status of the purchase order or requisition on the chart below. The first column on the chart lists each IFCAP status. The second column lists the node on the flowchart that represents that status. For example, if the status of the transaction is 'Assigned to PPM Clerk,' the request is pending action at node number 17 on the flowchart, 'Personal Property Management Requisition Clerk creates and submits a Requisition.' Contact the Personal Property Management Requisition Clerk and ask when they plan to create the requisition.

| Status of Request, Transaction, or Purchase Order | The request is pending action at node number |
|---|--|
| Assigned to PPM Clerk | 17 |
| Assigned to Purchasing Agent | 19 |

How to Monitor the Status of Purchase Orders, RFQs and Requisitions

| | |
|---|---|
| Awaiting Payment | 37 through 42, depending on order |
| Cancelled - 1358 | Rejected at 6. Start from scratch. |
| Cancelled Order | Purchasing Agent cancelled the request at 19. |
| Complete Order Received | 35 or 36. |
| Complete Order Received (Amended) | Same as above, just that the Purchasing Agent has amended the Purchase Order. |
| Complete Order Received But Not Obligated | Past 32 or 33, but 23 or 24 has been skipped. Talk to the Accounting Technician. |
| Forward to Imprest Funds Agent | 19 |
| Held for Review in Personal Prop. | 17 |
| Held in P&C Pending Return of Quotations | 19 |
| Issue Pending Delivery From Warehouse | 29, 46 or END. |
| Issue Request Pending Fiscal Action | This status is not used. Currently, Fiscal Service does not process issue book orders. |
| Obligated - 1358 | 20 |
| Obligated - Awaiting Invoice | 27 |
| Order Not Completely Prepared | 19. The Purchasing Agent has assigned a Purchase Order number to it, but has not transmitted it to the Accounting Technician yet. |
| Ordered (No Fiscal Action Required) | 30. This status means that funds are not obligated for this type of Purchase Order, so it skipped node 23. |
| Ordered and Obligated | 28 or 30. Talk to the vendor. |
| Ordered and Obligated (Amended) | Same as above, just that the Purchasing Agent amended the Purchase Order. |
| Partial Issue Delivered | Either 29 or END. |
| Partial Order Received | Either 35, 36, 37, 38, 40, 41 or END. Talk to the Accounting Technician if you want to know if they've sent the payment order. |
| Partial Order Received (Amended) | Same as above, just that the Purchasing Agent amended the Purchase Order. |
| Partial Received (No Fiscal Action Req) | Same as Partial Order Received, except that this status means that this Purchase Order will skip either 37 or 38, because no fiscal action is required. |
| Partial Received But Not Obligated | Same as Partial Order Received, except that this status means that funds are not obligated for this type of Purchase Order, so it skipped node 23. |
| Pending Accountable Officer Signature | 14, 15 or 18. |
| Pending CP Official's Signature | 7, 9 or 11. |
| Pending Completion by CP Clerk | 4, 6 or 8. |
| Pending Completion by Requestor | 5 |
| Pending Contracting Officers Signature | 19 |
| Pending Fiscal Action | 12, 23 or 24. |
| Pending PPM Clerk Signature | 17 or 18. |

How to Monitor the Status of Purchase Orders, RFQs and Requisitions

| | |
|--|--|
| Request Clarification by Service for P&C Returned to Service by P&C | 19 Died at 19; currently at 4. Ask the Purchasing Agent why they returned it, if the explanation is not in the Return to Service Comments: line on the request. |
| Returned to Service by Fiscal | Died at 12; currently at 6. Ask the Accounting Technician why they killed it, if the explanation is not in the Return to Service Comments: line on the request. |
| Returned to Service by PPM | Died at 14 or 17; currently at 4. Ask the PPM Accountable Officer and PPM Requisition Clerk which one of them killed it and why, if the explanation is not in the Return to Service Comments: line on the request. |
| Returned to Supply (Pending Signature) | Died at 23; currently at 19. The Accounting Technician returned the Purchase Order, usually because the Control Point does not have enough money to cover the Purchase Order. |
| Sent to Purchasing and Contracting Transaction Complete | 19 Certified Purchase Orders: your request could be at 30, 33, 36, 38, 41 or END; All other requests: 40, 41, 42 or END. |
| Transaction Complete (Amended) | Same as above, just that the Purchasing Agent amended the Purchase Order. |

Error! No topic specified.Error! No topic specified.

```

P.O./REQ.NO.: ???

CHOOSE FROM:
  A12121 08-10-93 ST Pending Fiscal Action           FCP: 101    $ 366.4
  A40001 11-10-93 CI Partial Order Received (Amended)           FCP: 101
$ 300
  A40002 11-17-93 ST Partial Received But Not Obligated           FCP: 101
$ 76.1
  A40003 11-22-93 ST Complete Order Received But Not Ob           FCP: 101
$ 12.3
  A40004 11-22-93 ST Complete Order Received But Not Ob           FCP: 101
$ 10
  A40005 11-24-93 ST Ordered and Obligated (Amended)           FCP: 101    $
33

P.O./REQ.NO.:

  Purchase Orders Menu ...
  Display/Print Menu ...
  P&C Utilities Menu ...
  Management Reports Menu ...
  Request Further Clarification or Return to Service
  Assign a Request to Purchasing Agent

Select Purchasing Agent Option:
    
```

5.3 EDI/RFQ Reports

5.3.1 Introduction

Occasionally, an RFQ or PHA transaction will be rejected by the Austin Automation Center system. Transactions can have the wrong vendor ID, lack-required data, or have invalid data. The EDI/RFQ Reports option allows the user to monitor EDI/RFQ transactions sent to and from Austin.

5.3.2 Menu Path

Select EDI/RFQ Reports from the Purchasing Agent Menu.

```

Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: EDI/RFQ Reports
    
```

5.3.3 Prompts

IFCAP will display a set of transactions grouped by levels of processing. Level III transactions are reconciliations generated by vendors in response to an electronic order; these are listed first. Level II transactions are reconciliations generated by the Austin Electronic Data Interface (EDI) system; these are listed after the Level III reconciliations. Level I transactions are purchase orders, RFQs or RFQ-related text messages created by IFCAP or an IFCAP user; these are listed last. The report lists the purchase order number or request for quotation number assigned to the transaction, the transaction type, the vendor assigned to the transaction, and the date that the vendor sent the transaction (Level III), the date processed by the Austin EDI system (Level II), or the date that the purchase order, RFQ or text message was created (Level I). Below is a table that lists the transaction types for each level.

| | |
|-----------|---------------|
| Level I | PHA, RFQ, TXT |
| Level II | ACT, PRJ |
| Level III | POA |

The T/R column lists whether the transaction represents the original purchase order or RFQ (the letter 'O'), a cancellation transaction (the letter 'C'), or a text message in response to an RFQ (the number '1' represents the first response to an RFQ; the number '2' is the second response, etc.)

The RJ column lists the reason why a transaction was rejected. Here is the list of error codes, current to the date of this publication.

| | |
|---|------------------------------------|
| PRJ exception code (Level II transactions) | PRJ exceptions |
| 1 | Data exceeds maximum field length. |
| 2 | Required data elements missing. |
| 3 | Invalid data element. Blank field. |

How to Monitor the Status of Purchase Orders, RFQs and Requisitions

| | |
|----|---|
| 4 | Number of line items does not equal total count. |
| 5 | Invalid vendor identification number. |
| 6 | Invalid ship to suffix. |
| 7 | Invalid telephone number. |
| 8 | Unauthorized purchase order (No E/S on order). |
| 9 | Invalid PO/RFQ number. |
| 10 | Number of description lines does not equal total count. |
| 11 | Number of text lines does not equal total count. |
| 12 | Invalid data. Contact EDI Help Desk. |

| | |
|---|---|
| POA exception codes (Level III transactions) | POA exceptions |
| AC | Item accepted and shipped. |
| AR | Item accepted and released for shipment. |
| BP | Item accepted, partial shipped, balance backordered. |
| IB | Item backordered. |
| IH | Item on hold pending receipt of a Drug Enforcement Agency (DEA) form. |
| IR | Item rejected, vendor unable to identify item requested or item discontinued. |

The E column lists the reasons for errors on some Level III transactions. An A5 in the E column means that there is no reject reason code from the EDI system in Austin. An A6 in the E column means that the error code can not be found in the EDI error codes file (443.76). Only Level III error transactions will feature a code in the E column.

| | | | | | |
|--|----------------------------|-----------------------|-----|------------------------------------|-------------------|
| EDI Reports | | Sep 16, 1996 14:27:13 | | Page: 1 of 24 | |
| EDI Transactions from IFCAP Reports | | | | | |
| | PO/RFQ Number | T/R | TYP | Vendor Name | RJ E Date |
| 1 | 658-A62655 | | | POA KONICA MEDICAL CORPORATION | 7/24/1996 |
| 2 | 658-A62668 | | | POA KONICA MEDICAL CORPORATION | 7/31/1996 |
| 3 | 658-A62657 | | | POA KONICA MEDICAL CORPORATION | 7/24/1996 |
| 4 | 658-A62659 | | | POA KONICA MEDICAL CORPORATION | 7/24/1996 |
| 5 | 658-A62656 | | | POA M G SCIENTIFIC INC | 7/22/1996 |
| 6 | 658-P68040 | | | ACT BARD/UROLOGICAL & RADIOLOGY DI | 7/29/1996 |
| 7 | 658-96-RFQ-00073 | 1 | | ACT DUN023904428 | 7/22/1996 |
| 8 | 658-96-RFQ-00073 | 1 | | ACT PUBLIC | 7/22/1996 |
| 9 | 658-96-RFQ-00076 | 1 | | ACT MEDLINE INDUSTRIES INC | 7/22/1996 |
| 10 | 658-96-RFQ-00076 | 1 | | ACT PUBLIC | 7/22/1996 |
| 11 | 658-96-RFQ-00077 | 1 | | ACT SHERWOOD DAVIS & GECK | 7/22/1996 |
| 12 | 658-96-RFQ-00077 | 1 | | ACT PUBLIC | 7/22/1996 |
| 13 | 658-96-RFQ-00078 | 0 | | ACT M G SCIENTIFIC INC | 7/22/1996 |
| 14 | 658-96-RFQ-00078 | 0 | | ACT MEDLINE INDUSTRIES INC | 7/22/1996 |
| + Enter ?? for more actions | | | | | |
| RR | Reconciliation Report | | | ER | Exceptions Report |
| TS | Transaction Summary Report | | | | |
| Select EDI Reports Action :Next Screen// | | | | | |

5.3.3.1 Reconciliation Report

The Reconciliation Report lists the status of Level II transactions, organized alphabetically by type of transaction. If the transaction is a reject transaction, the report will list the definition of the error code.

| EC/EDI RECONCILIATION REPORT | | | |
|--|--------------------------------------|---------------------|------------------------|
| ----- | | | |
| Date Range for Report: Jan 01, 1996@00:00:01 to Nov 04, 1996@09:56 | | | |
| TRANS TYPE | DOCUMENT # | TRANSACTION DATE | AUSTIN ACCEPTANCE DATE |
| ----- | | | |
| PHA | 688-A40542 | 6/28/96 2:14:26 pm | 5/12/96 11:12:52 pm |
| ** REJECT CODE==> | Data exceeds maximum field length. | | |
| PHA | 688-A40545 | 6/28/96 2:15:06 pm | 5/13/96 0:07:12 am |
| ** REJECT CODE==> | Required data elements missing. | | |
| PHA | 688-A61013 | 7/16/96 12:17:38 pm | 7/16/96 3:15:15 pm |
| PHA | 688-A61014 | 7/16/96 3:30:27 pm | 7/16/96 3:30:26 pm |
| PHA | 688-A61020 | 7/17/96 2:38:54 pm | 7/17/96 2:38:54 pm |
| ** REJECT CODE==> | Invalid data. Contact EDI Help Desk. | | |
| PHA | 688-A61021 | 7/17/96 4:14:28 pm | 7/17/96 4:14:27 pm |
| PHA | 688-A61040 | 7/22/96 1:01:12 pm | 7/22/96 1:01:12 pm |
| PHA | 688-A61041 | 7/23/96 3:21:12 pm | 7/23/96 3:21:11 pm |
| ** REJECT CODE==> | Invalid data. Contact EDI Help Desk. | | |
| PHA | 688-G60123 | 7/23/96 3:42:23 pm | 7/23/96 3:42:22 pm |
| ** REJECT CODE==> | Invalid data. Contact EDI Help Desk. | | |

5.3.3.2 The Exceptions Report

The Exceptions Report lists the reference number of the purchase order or RFQ, the vendor associated with the purchase order, RFQ or text message, its associated vendor, date, time, sequence number, and error reason code. The report also lists purchase order acknowledge (POA) exceptions, listed in the table above.

| EC/EDI EXCEPTION REPORT | | | | | | |
|---|-------------|---------------------|--------------------------|-------------------|---------|-------|
| Date Range for Report: Aug 01, 1996@00:00:01 to Nov 04, 1996@09:51:36 | | | | | | |
| REFERENCE # | VENDOR ID | DATE/TIME PROCESSED | >>>> PRJ EXCEPTIONS <<<< | | | |
| INCORRECT FIELD | LINE# | DESC-LINE# | DE-SEQ# | INCORRECT SEGMENT | CO-SEQ# | SEQ # |
| FIELD CONTENTS | | | | | | |
| 688-A61097 | 1234ABCD | 8/12/96@10:36:57 | | VE | | |
| VENDOR ID | | | | | | |
| Reports | | | | | | |
| 1234ABCD | | | | | | |
| Reject Reason Code: Invalid vendor identification number. | | | | | | |
| 688-A61096 | TESTING1234 | 8/12/96@10:40:28 | | IT | | |
| VEN PRODUCT NO | | | | | | |
| Reject Reason Code: Invalid data. Contact EDI Help Desk. | | | | | | |
| 688-G60133 | 1232AWER | 8/12/96@11:09:34 | | IT | | 4 |
| VEN PRODUCT NO | | | | | | |
| Reject Reason Code: Invalid data. Contact EDI Help Desk. | | | | | | |
| 17 | | | | | | |

5.3.3.3 The Transaction Summary Report

The Transaction Summary Report lists the number of accepted and rejected transactions (Level II) and the number of transactions waiting Austin processing (Level I).]

How to Monitor the Status of Purchase Orders, RFQs and Requisitions

TRANSACTION SUMMARY STATISTICS REPORT

Date Range for Report: Jan 01, 1996@00:00:01 to Nov 04, 1996@09:59

Summary of Processed Records:

| | |
|-------------------------------|-------|
| # of accepted (ACT) records - | 53 |
| # of rejected (RJT) records - | 31 |
| | ----- |
| | 84 |

Summary of Transactions Waiting Austin Processing

| | |
|--------------------|-------|
| # of PHA records - | 85 |
| # of RFQ records - | 43 |
| # of TXT records - | 105 |
| | ----- |
| | 233 |

How to Monitor the Status of Purchase Orders, RFQs and Requisitions

CHAPTER 6 HOW TO RETURN A PURCHASE ORDER

6.1 Introduction

Sometimes, Control Point users will order the wrong item, order items that cost more than is in the Control Point, order an item that is no longer manufactured, enter incorrect information on a transaction, or enter information that you cannot interpret. In these situations, you may have to return the transaction to the Control Point. Follow the instructions in this chapter to return a transaction to the Control Point.

6.2 Prompts

1. Select Request Further Clarification or Return to Service from the Purchasing Agent menu.
2. Enter a station number, or enter three question marks to see a list of valid stations.
3. Enter a transaction number. If you do not know the transaction number, enter three question marks (???) at the 2237 Transaction Number: prompt and IFCAP will list the available purchase orders. IFCAP will display the current status and allow you to change the status of the purchase order.
4. Choose Request Clarification by Service for P&C if you have called the vendor and the vendor does not have exactly what you ordered, or the description that the Requestor gave is unclear or incomplete. Choose Returned To Service by P&C if the transaction is for the wrong fiscal quarter, the Control Point is out of money or the Control Point asks you to return it.
5. If you enter Returned To Service, IFCAP will display a Reason For Return: prompt. You may also see some other IFCAP messages that list the actions IFCAP is taking to return the purchase order.
6. If you want to change the status of another purchase order, enter another purchase order number at the 2237 Transaction Number: prompt. Otherwise, press the Enter key to return to the Purchasing Agent menu.

```
Select Purchasing Agent Option: Request Further Clarification or Return to Service
Select STATION NUMBER ('^' TO EXIT): 503// 688          WASHINGTON,DC
2237 TRANSACTION NUMBER: ?
ANSWER WITH REQUEST WORKSHEET 2237 TRANSACTION NUMBER
DO YOU WANT THE ENTIRE REQUEST WORKSHEET LIST? y (YES)
CHOOSE FROM:
  688-94-2-101-0081   Sent to Purchasing & Contracting   OBL   CENTRAL BUSINESS SUP
TEST ITEM #12
  688-94-2-110-0017   Held in P&C Pending Return of Quotations   OBL   AOBC
  688-94-2-110-0016   Held in P&C Pending Return of Quotations   OBL   AOBC          TEST
V5 IN DEV UCI
  688-94-2-110-0013   Held in P&C Pending Return of Quotations   OBL   SAM'S   SHOES
  688-94-2-101-0038   Assigned to Purchasing Agent   OBL   JOHNSON   TEST ITEM #11
  688-94-2-101-0035   Assigned to Purchasing Agent   OBL   JOHNSON   TEST ITEM #10
  688-94-2-110-0010   Held in P&C Pending Return of Quotations   OBL   JOHNSON
TESTING ...V5
  688-94-1-110-0007   Held in P&C Pending Return of Quotations   OBL   AOBC   ITEM #2
TRANSACTION NUMBER: 0038 688-94-2-101-0038   OBL   JOHNSON   TEST ITEM #11   Assigned
to Purchasing Agent
CURRENT STATUS: Assigned to Purchasing Agent
// ?
      Status depends on processing step being accomplished, as well as TYPE and
      SOURCE of request.
ANSWER WITH PURCHASE ORDER STATUS NAME, OR SUPPLY STATUS ORDER
DO YOU WANT THE ENTIRE PURCHASE ORDER STATUS LIST? y (YES)
CHOOSE FROM:
```

How to Return a Purchase Order

```
Request Clarification by Service for P&C      75
Returned To Service by P&C                   76
CURRENT STATUS: Assigned to Purchasing Agent// ??
      This is the current status of the 2237 request.
CHOOSE FROM:
Request Clarification by Service for P&C      75
Returned To Service by P&C                   76
CURRENT STATUS: Assigned to Purchasing Agent// Request Clarification by Service for
P&C
2237 TRANSACTION NUMBER:
```

CHAPTER 7 AMENDING A RECEIVING REPORT

7.1 Introduction

Sometimes, receiving reports have to be corrected. As a Purchasing Agent, it is your responsibility to correct erroneous receiving reports. This chapter will explain how to use IFCAP to correct receiving reports.

7.2 Prompts

1. Select Purchase Orders Menu from the Purchasing Agent Menu.
2. Select Adjustment Voucher to Receiving Report from the Purchase Orders Menu.
3. Enter a Station number, or enter three question marks to see a list of valid stations.
4. Enter a purchase order number. If you do not know the purchase order number, enter three question marks and IFCAP will list the available purchase orders.
5. Enter the effective date of the adjustment (usually "T" for today).
6. Enter your name at the Purchasing/PPM Agent: prompt.
7. Enter the status you wish to assign to the purchase order at the Amendment/Adjustment Status: prompt. Each IFCAP status is defined elsewhere in this manual (see "Status of a Purchase Order" in the Index).
8. Select a date of a receiving report at the Select Partial Date: prompt. If you do not know the report date, enter three question marks and IFCAP will list the available dates.
9. Enter an item on the receiving report. If you do not know the item, enter three question marks and IFCAP will list the available items.
10. You may review the adjustment if you like.
11. You may edit the description of the receiving report if you like.
12. Approve the adjustment and enter your electronic signature code. IFCAP will print the adjustment voucher you created.
13. Press the Enter key at the Purchase Order: prompt to return to the Purchase Orders Menu.

```
Purchase Orders Menu ...
  Display/Print Menu ...
  P&C Utilities Menu ...
  Management Reports Menu ...
  Request Further Clarification or Return to Service

Select Purchasing Agent Option: Purchase Orders Menu

      New Purchase Order
      Edit an Incomplete Purchase Order
      Amendment to Purchase Order
      Adjustment Voucher to Receiving Report
      Cancel an Unobligated Purchase Order
      Remove 2237 from P.O.
      Purchase Order Display
      Item Display
      Vendor Display
      Reserve a Purchase Order Number
      FPDS Data Edit
      EDI Re-transmit

Select Purchase Orders Menu Option: Adjustment Voucher to Receiving Report
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC

PURCHASE ORDER: H40033  688-H40033    07-27-94  ST  Transaction Complete (Amend
```

Amending a Receiving Report

```
ed)
      FCP: 1102      $ 173.00
Adjustment number: 3
Do you wish to continue? YES// (YES)
EFFECTIVE DATE: T (JUL 28, 1994)
PURCHASING/PPM AGENT: White,BASIL
AMENDMENT/ADJUSTMENT STATUS: ???
This is a pointer to the Purchase Order Status File (442.3).
It indicates the status of the amendment/adjustment.

CHOOSE FROM:
Cancelled Order                               45
Complete Order Received (Amended)            31
Ordered and Obligated (Amended)              21
Partial Order Received (Amended)             26
Transaction Complete (Amended)               41

AMENDMENT/ADJUSTMENT STATUS: Transaction Complete (Amended) 41
Select PARTIAL DATE: ???
1          07-27-1994

Select PARTIAL DATE: 1 7-27-1994
Select ITEM: ???

CHOOSE FROM:
2 TEST ITEM #12 FOR IFCAP V5

Select ITEM: 2 TEST ITEM #12 FOR IFCAP V5
QTY BEING RECEIVED: 1//
Select ITEM:

Review Adjustment ? YES// (YES)

ADJUSTMENT VOUCHER 7/28/94
```

```
Adjustment Voucher for Purchase Order 688-H40033

Vendor: CENTRAL BUSINES SERVICES AND SUPPLY
APPROPRIATION: 36X8180
This adjustment will read:
Total Amount: 25

CONTRACTING OFFICER: BASIL WHITE

Edit Description ? NO// (NO)
Approve and print (in FISCAL and SUPPLY) Adjustment no.: 3? NO// Y (YES)
Enter ELECTRONIC SIGNATURE CODE: Thank you.
...SORRY, JUST A MOMENT PLEASE...

...please wait while I update the due-ins at the inventory points...
SEND TO SUPPLY
QUEUE ON DEVICE: LAT

SUBJECT: ADJUSTMENT VOUCHER

Adjustment Voucher for Purchase Order 688-H40033

Vendor: CENTRAL BUSINES SERVICES AND SUPPLY
APPROPRIATION: 36X8180
This adjustment will read:
Total Amount: 25
```

```
Approve subject to final action on R/S on items indicated. | DATE | P.O.
NO.
```

| | | |
|--|---------|---------|
| SIGNATURE OF CONTRACTING OFFICER | | |
| /ES/BASIL WHITE | 7/28/94 | 7/28/94 |
| SEND TO FISCAL | | |
| PURCHASE ORDER: | | |
| New Purchase Order | | |
| Edit an Incomplete Purchase Order | | |
| Amendment to Purchase Order | | |
| Adjustment Voucher to Receiving Report | | |
| Cancel an Unobligated Purchase Order | | |
| Remove 2237 from P.O. | | |
| Purchase Order Display | | |
| Item Display | | |
| Vendor Display | | |
| Reserve a Purchase Order Number | | |
| FPDS Data Edit | | |
| EDI Re-transmit | | |
| Select Purchase Orders Menu Option: | | |

Amending a Receiving Report

CHAPTER 8 MAINTAINING RECORDS OF VENDORS AND ITEMS

8.1 Introduction

As a Purchasing Agent, you will sometimes have to update information about vendors and the items that they sell. This chapter will explain how to edit this information in IFCAP.

8.2 How to Edit Item Information

8.2.1 Menu Path

1. Select P&C Utilities Menu from the Purchasing Agent Menu.
2. Select Item File Edit from the P&C Utilities Menu.

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: P&C Utilities Menu

Item File Edit
Vendor File Edit
Change Delivery Date on P.O.
Direct Delivery Patient Edit
Administrative Certification Add/Edit
Inactivate Item
Reactivate Item
Inactivate Vendor
Reactivate Vendor
Setup AR selected vendors

Select P&C Utilities Menu Option: Item File Edit
```

8.2.2 Prompts

1. Enter a station number, or enter three question marks to see a list of valid station numbers.
2. At the Select Item Master Number: prompt, enter the item master number of the item you wish to edit. You may also enter NEW at the Select Item Master Number: prompt and enter a new item.
3. Edit the description.
4. Edit the federal supply classification (FSC).
5. Edit the national stock number (NSN) and the date the national stock number was verified.
6. Edit the item name code (INC).
7. Edit the manufacturer's part number.
8. Edit the Stock-Keeping Unit of Measure (SKU).
9. Edit the vendor.
10. Edit the unit of purchase.
11. Edit the unit cost.

Maintaining Records of Vendors and Purchase Items

12. Edit the packaging multiple.
13. Edit the unit conversion factor.
14. Edit the contract.
15. Edit the vendor stock number.
16. Edit the minimum and maximum order quantity.
17. Edit the required order multiple.
18. Edit the mandatory source.
19. Edit the Budget Object Code (BOC).
20. Edit the Fund Control Point.
21. Edit the preferred vendor (the vendor from which you normally buy the item). You may also see other prompts related to the item, such as a Food Group: prompt for dietetic purchases.
22. You may enter another item to edit at the Select Item Master Number: prompt, or press the Enter key to return to the P&C Utilities Menu.

```
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC

Select ITEM MASTER NUMBER: ???

CHOOSE FROM:
  69      HAIR SPRAY
 101     LIGHT BULB
 102     PEN SET

Select ITEM MASTER NUMBER: 69          HAIR SPRAY
SHORT DESCRIPTION: HAIR SPRAY//
DESCRIPTION:
  1>What Suri needs for his hair
EDIT Option:
FSC: 8530// ???
      This is the federal supply classification.

CHOOSE FROM:
 1045    Torpedo and Depth Charge Launchers
 1105    Nuclear Bombs
 1280    Aircraft Bombing FC Components
 1325    Bombs
 1450    Guided Missile Handling/Svc Equip.
 1550    Drones
 1860    Space Survival Equipment
  . . .
 6505    DRUGS & BIOLOGICALS
 6508    MED. COS. & TOILETRIES
 6510    SURG. DRESS. MATERIALS

FSC: 8530// 6508          MED. COS. & TOILETRIES
NSN: 8530-01-123-1234//
NSN VERIFIED: ???
  Examples of Valid Dates:
    JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
    T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.
    T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.
  If the year is omitted, the computer uses the CURRENT YEAR.
  You may omit the precise day, as: JAN, 1957

  The date that the National Stock Number was verified.
NSN VERIFIED: T (JUL 28, 1994)
INC: ???
  This field lists the Item Name Code for this item.
INC: BR-549
MFG PART NO.: ???
  This is the Manufacturer's Part Number (#).
MFG PART NO.: THX-1138
```

Maintaining Records of Vendors and Purchase Items

```
SKU: ???
    This is the Stock Keeping Unit of Measure.

CHOOSE FROM:
  AM      AMPOULE
  AT      ASSORTMENT
  . . . .
  CM      CENTIMETER
  CN      CAN
  CO      CONTAINER

SKU: CN          CAN
Select VENDOR: GENERAL SERVICES ADMINISTRATION//
  VENDOR: GENERAL SERVICES ADMINISTRATION//
  UNIT OF PURCHASE: EA//
  UNIT COST: 4//
  PACKAGING MULTIPLE: 1//
  UNIT CONVERSION FACTOR: 1//
  CONTRACT:
  VENDOR STOCK #: ???
    This is the vendor stock number for this item.
  VENDOR STOCK #: THX-1138
  MINIMUM ORDER QTY: 1
  MAXIMUM ORDER QTY:
  REQUIRED ORDER MULTIPLE: ???
    This is the required order multiple for this item.
  REQUIRED ORDER MULTIPLE:
Select VENDOR:
MANDATORY SOURCE: GENERAL SERVICES ADMINISTRATION          2021234567 NO. 4
  SPECIAL FACTORS: FEDERAL VENDOR
  ORDERING ADDRESS: 12345 HERE ST
                    WASHINGTON, DC 20045

BOC: 2535 Interior Decorating Services// ???
    This is the BOC for this item.

CHOOSE FROM:
  1001 Administrative Personnel
  1002 Clerical Personnel
  . . .
  1046 Psychiatry Research Fello
  1047 Schizophrenia Research Fe
  1048 Ambulatory Care Fellows

BOC: 2535 Interior Decorating Services// 1047 Schizophrenia Research Fe
Select FCP: ???
  688101          688101

Select FCP: 688101
PREFERRED VENDOR: 4 GENERAL SERVICES ADMINISTRATION          2021234567 NO. 4
  SPECIAL FACTORS: FEDERAL VENDOR
  ORDERING ADDRESS: 12345 HERE ST
                    WASHINGTON, DC 20045

Select ITEM MASTER NUMBER:

  Item File Edit
  Vendor File Edit
  Change Delivery Date on P.O.
  Direct Delivery Patient Edit
  Administrative Certification Add/Edit
  Inactivate Item
```

```
Reactivate Item
Inactivate Vendor
Reactivate Vendor

Select P&C Utilities Menu Option:
```

8.3 How to Add a Vendor or Edit Vendor Information

8.3.1 Menu Path

1. Select P&C Utilities Menu from the Purchasing Agent Menu.
2. Select Vendor File Edit from the P&C Utilities Menu.

```
Purchase Orders Menu ...
Display/Print Menu ...
P&C Utilities Menu ...
Management Reports Menu ...
Request Further Clarification or Return to Service
EDI/RFQ Reports
Request for Quotation Main Menu ...

Select Purchasing Agent Option: P&C Utilities Menu

Item File Edit
Vendor File Edit
Change Delivery Date on P.O.
Direct Delivery Patient Edit
Administrative Certification Add/Edit
Inactivate Item
Reactivate Item
Inactivate Vendor
Reactivate Vendor
Setup AR selected vendors

Select P&C Utilities Menu Option: Vendor File Edit
```

8.3.2 Prompts

1. Enter a station number, or enter three question marks to see a list of valid station numbers.
2. Enter the name of the vendor you wish to add or edit. If you want to edit an existing vendor, but do not know the name, enter as many of the first characters of the vendor name that you know. If you do not know the name at all, enter three question marks and IFCAP will list the available vendors. If you are adding a new vendor, enter the new vendor name. When IFCAP asks, 'Are you adding '(Vendor Name)' as a new vendor?', enter Y.

Note: When you add or edit a vendor in IFCAP, IFCAP sends a Vendor Request (VRQ) document to FMS, ensuring that IFCAP and FMS vendor records correspond.

3. Enter or edit the name of the vendor.
4. Enter or edit the address where the purchase order is sent.
5. Enter or edit the fax number of the vendor.
6. Enter or edit the tax identification number or social security number of the vendor.
7. Enter N at the Non-Recurring/Recurring Vendor: prompt if you anticipate that IFCAP will only use the vendor one time.
8. Enter or edit the address where the payment is sent.

9. Enter Y at the 1099 Vendor Indicator: prompt if a 1099 form is completed for the vendor. A 1099 form is an IRS form for reporting self-employed income.
10. Enter or edit the vendor type. If you do not know the vendor type, enter three question marks at the prompt and IFCAP will list the available vendor types.
11. Enter or edit the phone number for the vendor and the representative of the vendor that accepts telephone solicitations for Government purchase orders.
12. Enter or edit the account number.
13. Enter the contract number, the beginning date of the contract, and its expiration date.
14. Enter the terms of the contract. For example, if the vendor offers a 2% discount if the net payment is received in 10 days, and requires payment in full in 30 days, the terms of the contract are '2%/10 NET 30'.
15. Enter another contract number if you like.
16. Enter or edit whether the vendor is located in a designated Labor Surplus Area. Labor Surplus Areas are geographic areas defined by the Department of Labor as having a labor surplus. To determine whether the vendor is in a Labor Surplus Area, look up the city, county and state of the vendor in "Area Trends in Employment and Unemployment," published by the U.S. Department of Labor.
17. Enter or edit the Federal Procurement Data System (FPDS) business category that applies to the vendor at the Business Type: prompt.
18. Enter or edit the Federal Procurement Data System (FPDS) socioeconomic group that applies to the vendor.
19. Enter any applicable special factors to be considered when ordering from the vendor, for example, minimum or maximum order, written purchase orders required, whether the freight-on-board charges are charged to the origin or destination, etc.
20. Enter whether the vendor has entered into a guaranteed delivery agreement with the Government. Guaranteed delivery is applicable only to vendors who deliver to locations other than a VA receiving area, such as the home of a veteran. Guaranteed delivery is required in the vendor file before you place a direct delivery order with that vendor.
21. Enter or edit the synonym for the vendor.
22. Enter whether there is an SF-129 on file for the vendor, or if an SF-129 is not applicable for the vendor. An SF-129 is application from a vendor to be placed on a mailing list to receive announcements for bids. Vendor applicants submit these forms to Purchasing and Contracting, which keeps them on file for one year.
23. Enter a Dun & Bradstreet number for the vendor, if one is available.
24. Enter a caret (^) at the Select Station Number: prompt to return to the P&C Utilities Menu.

```

Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON,DC
Select VENDOR NAME: ???

CHOOSE FROM:
  1          AOBC          301-427-0993  NO. 1
    SPECIAL FACTORS:
    ORDERING ADDRESS: 991 MAIN STREET
                     SILVER SPRING, MD 20910

  2          JOHNSON      EDI VENDOR      703 591-0909  NO. 3
    SPECIAL FACTORS:
    ORDERING ADDRESS: 9820 MAIN STREET
                     FAIRFAX, VA 22032
YOU MAY ENTER A NEW VENDOR, IF YOU WISH
ANSWER MUST BE 1-36 CHARACTERS IN LENGTH
    
```

Maintaining Records of Vendors and Purchase Items

```
Select VENDOR NAME: Johnson          EDI VENDOR          703 591-0909 NO. 3
      SPECIAL FACTORS:
      ORDERING ADDRESS: 9820 MAIN STREET
                          FAIRFAX, VA 22032

      ...OK? YES//   (YES)
NAME: JOHNSON//
ORDERING ADDRESS1: 9820 MAIN STREET//
ORDERING ADDRESS2: SUITE 600//
ORDERING ADDRESS3:
ORDERING CITY: FAIRFAX//
ORDERING STATE: VIRGINIA//
ORDERING ZIP CODE: 22032//
FAX #:
NON-RECURRING/RECURRING VENDOR: N NON-RECURRING VENDOR
PAYMENT ADDRESS1: 9820 MAIN STREET//
PAYMENT ADDRESS2: SUITE 600//
PAYMENT CITY: FAIRFAX//
PAYMENT STATE: VIRGINIA//
PAYMENT ZIP CODE: 22032//
1099 VENDOR INDICATOR: YES// ???
      Is a 1099 form filled out for this vendor?
      CHOOSE FROM:
          N          NO
          Y          YES
1099 VENDOR INDICATOR: YES//
VENDOR TYPE: EMPLOYEE// ???
      This is a list of different kinds of vendors.
      CHOOSE FROM:
          A          AGENT CASHIER
          C          COMMERCIAL
          E          EMPLOYEE
          F          FEDERAL GOVERNMENT
          G          GSA
          I          INDIVIDUALS-OTHER
          O          OTHER COUNTRIES
          R          COMMERCIAL-RECURRING PMTS
          U          UTILITY COMPANIES
          V          VETERANS
VENDOR TYPE: EMPLOYEE//
VENDOR PHONE NUMBER: 703 591-0909// 703 844-2525
PROCUREMENT CONTACT PERSON: FRANK N. FURTER// Everett Scott
ACCOUNT NO.: 123-23-32322231//
Select CONTRACT NUMBER: ABC12345//
      CONTRACT NUMBER: ABC12345//
      BEGINING DATE: T (JUL 28, 1994)
      EXPIRATION DATE: DEC 12,1999//
      CONTRACT TERMS: 2 %/10 NET 30// ???
      These are the contract terms.
      CONTRACT TERMS: 2 %/10 NET 30//
Select CONTRACT NUMBER:
LABOR SURPLUS AREA?: NO//
BUSINESS TYPE (FPDS): SMALL//
Select SOCIOECONOMIC GROUP (FPDS): OO// ???
      161          OO

      This is the socioeconomic group.

CHOOSE FROM:
      156          N          SM DISADVANTAGED BUS
      157          P          SHELTERED WORKSHOP
      158          Q          VIETNAM VET-OWNED SM
      159          R          DISABLED VET (NOT VIETNAM)
      160          W          WOMAN-OWNED SM BUS
      161          OO         NONE OF THE ABOVE
      162          S          VETERAN-OWNED SM BUSINESS
```

Maintaining Records of Vendors and Purchase Items

```
Select SOCIOECONOMIC GROUP (FPDS): 00//
SPECIAL FACTORS: ???
  These are the special factors to be considered when ordering
  from this vendor.
SPECIAL FACTORS:
GUARANTEED DELIVERY VENDOR?: YES// ???
  Enter YES if there is a guaranteed delivery agreement for this vendor.
  CHOOSE FROM:
      Y          YES
      N          NO
GUARANTEED DELIVERY VENDOR?: YES//
Select SYNONYM: ???

  This is the synonym for the vendor.
Select SYNONYM:
IS A SF129 ON FILE?: NOT APPLICABLE// ???
  This indicates whether or not a Standard Form 129 is on file.
  CHOOSE FROM:
      Y          YES
      N          NO
      NA         NOT APPLICABLE
IS A SF129 ON FILE?: NOT APPLICABLE//
DUN & BRADSTREET #: 23108957//

Select STATION NUMBER ('^' TO EXIT): ^

  Item File Edit
  Vendor File Edit
  Change Delivery Date on P.O.
  Direct Delivery Patient Edit
  Administrative Certification Add/Edit
  Inactivate Item
  Reactivate Item
  Inactivate Vendor
  Reactivate Vendor

Select P&C Utilities Menu Option:
```

Maintaining Records of Vendors and Purchase Items

CHAPTER 9 HOW TO PREPARE FOR SYSTEM CRASHES

Control Points need medical supplies and copier paper regardless of the functioning state of IFCAP. With a bit of preparation, you can prevent system crashes from causing duplicate orders and inaccurate expense reporting.

One reason that system crashes caused inaccurate expense reporting is that Control Point Clerks reconciled their Control Point balances by entering the requests as No Form Requests. Using a No Form Request allowed clerks to enter the request into IFCAP without worrying that Fiscal or A&MM might fulfill their request again, duplicating the order. This was bad practice, however, because it misrepresented how the money for that Control Point was spent.

No Form requests no longer exist in IFCAP. However, you can still make orders without IFCAP and reconcile your IFCAP records later, if you create a logbook of emergency purchase order numbers.

| Purchase Order Number | Item Description | Vendor Description | Date Ordered | Date rec'd in IFCAP |
|-----------------------|------------------|--------------------|--------------|---------------------|
| | | | | |
| | | | | |
| | | | | |

If IFCAP is not functioning, Control Point Clerks can telephone their requests. Assign one of the emergency purchase order numbers and place the order. When IFCAP is functioning again, the Control Point Clerks enter the requests with a special warning in the Comments field, like this.

| |
|--|
| Comments: // System Failure reconciliation -- DO NOT ORDER -- DO NOT ORDER |
|--|

This tells you that you have already ordered and obligated this transaction manually. Change the status of the transaction to Ordered and Obligated.

Maintaining Records of Vendors and Purchase Items

CHAPTER 10 ERROR MESSAGES AND THEIR RESOLUTION

The following are errors that you may encounter when processing a purchase order. Each error is listed alphabetically by code. While some of the problems may be fixed by the user, many must be fixed by your Information Resources Management Service. If this is the case, record the error code and message and report the error immediately to your Information Resources Management Service.

| Error Code | Error Message | Reason |
|-------------------|---|--|
| NAUC^<LIN> | "No actual unit cost for this ITEM." | There is no Actual Unit Cost entry for the <LIN> Item in the Procurement & Accounting Transactions file. |
| NCNO^<LIN> | "The type of order is not a P.O. and no contract number was entered for this ITEM in this P.O." | The order is a Direct Order. There is no contract number entered for this <LIN> Item in the Procurement & Accounting Transactions file. |
| NDD | "No delivery date for this P.O. in file 442." | There is no Delivery Date in the Procurement & Accounting Transactions file. |
| NDPO | "No entry in file 440.2 for direct delivery patient pointer." | The Direct Delivery Patient entered in the Procurement & Accounting Transactions file for this purchase order cannot be found in file 440.2. |
| NES | | There is no Electronic Signature entry in Procurement & Accounting Transactions file. |
| NFT0^<SITE> | "No entry in file 411.2 for facility type pointer from file 411." | There is no entry in the Facility Type file (file 411.2) for the Facility Type field of the Admin. Activity Site Parameter file (file 411). |
| NFT^<SITE> | "No facility type pointer for site in file 411." | The Admin. Activity Site Parameter file has no entry in it. |
| NI2N^<ITEM> | "No ITEM node 2 for this P.O." | There are no ITEMS listed under the Item multiple in the Procurement & Accounting Transactions file (file 442). |

Error Messages and Their Resolution

| | | |
|------|--|---|
| NMIC | "No mail invoice city in file 411." | The city listed for No Mail Invoice could not be found in the Admin. Activity Site Parameter file. |
| NMIL | "Node 4 in file 411 missing." | No MAIL INVOICE LOCATION in Admin. Activity Site Parameter file (file 411). |
| NMIS | "No state file pointer in file 411." | No Mail Invoice State pointer in Admin. Activity Site Parameter file. |
| NMIZ | "No mail invoice ZIP CODE entry in file 411." | No Mail Invoice Zip in Admin. Activity Site Parameter file. |
| NNET | "No NET amount entry for this P.O." | There is no Net Amount entry in the Procurement & Accounting Transactions file. |
| NOPR | "No PROPOSAL entry in file 442 for this P.O." | There is no Proposal entry in Procurement & Accounting Transactions file. |
| NOPT | "No patient file entry for direct delivery patient pointer." | There is no entry in the Patient file (file 2) for the Direct Delivery Patient entered for this P.O. in file 442. |
| NP12 | "No node 12 in file 442 for this P.O." | No electronic signature in Procurement & Accounting Transactions file (file 442). |
| NP12 | "Node 12 missing in record." | No invoice address in Procurement & Accounting Transactions file (file 442). |
| NPH | "No phone number for this PPM in the person file." | The P&C user does not have a phone number entry in the Person File under his/her entry. |
| NPH | "No phone number for this PPM in the person file." | The person file does not have a phone number listed for this PPM. |
| NPHN | "No phone number node in the person file for this PPM." | The P&C user does not have a phone number node in the Person File under his/her record entry. |
| NPIA | "Invoice address missing." | There is no Invoice Address in node 12 in the Procurement & Accounting Transactions file. |

| | | |
|-------------|---|---|
| NPO0 | "Zero node of record missing. Unable to check further." | No Procurement & Accounting Transactions file (file 442) entry exists. |
| NPO1 | "Label is missing in record." | No VENDOR, SHIP TO or ACCOUNTING information found for the Procurement & Accounting Transactions file record. |
| NPOD | "No purchase order date for this P.O." | There is no Purchase Order Date in the Procurement & Accounting Transactions file (file 442). |
| NPPM | "No purchasing agent entry in file 442 for this P.O." | There is no Purchasing Agent/PPM Agent entry in the Procurement & Accounting Transactions file. |
| NPPT | "No prompt payment terms entered in P.O." | There are no Prompt Payment Terms entries in Procurement & Accounting Transactions file (file 442). |
| NQTY^<LIN> | "No quantity listed for this ITEM." | There is no Quantity listed for the Line Item Number (<LIN>) in the Procurement & Accounting Transactions file. |
| NRL | "No receiving location node in file 411." | No Receiving Location node in Admin. Activity Site Parameter file. |
| NSC | "No Source Code for type of order for this P.O." | No source code entry in the Procurement & Accounting Transactions file. |
| NSIT | "No site entry in file 442." | No Site entry in Procurement & Accounting Transactions file. |
| NSP0^<SITE> | "No node zero in file 411." | No FACILITY TYPE pointer in Admin. Activity Site Parameter file for SITE in Procurement & Accounting Transactions file. |
| NST0 | "No state file node zero." | No STATE entry in State file (file 5) for Vendor Address State pointer in Vendor file. |
| NSTA | "Abbreviation missing in state file entry." | No Abbreviation in State file. |
| NSTA | "No Abbreviation in State file." | There is no abbreviation in the state file for this state. |

Error Messages and Their Resolution

| | | |
|------------|---|---|
| NSTDP | "No State file pointer in Direct Delivery Address in 440.2." | No State file pointer in Direct Delivery Address field in Direct Delivery Patients file. |
| NSTL | "No Ship to pointer to entry in file 441." | No Ship To pointer to Admin. Activity Site Parameter file. |
| NSTP | "No pointer from the Vendor Address to the State file." | No Vendor Address State file pointer in the Vendor file. |
| NSTS | "Within file 411 there is no Ship To suffix for the receiving location for this EDI P.O." | The Ship To entry for this purchase order in file 442 cannot be found in file 411 (Ship To Suffix). An EDI purchase order requires the Ship To suffix. |
| NSTT | "No State file pointer in Receiving Location in file 411." | No State File pointer in Receiving Location multiple in Admin. Activity Site Parameter file. |
| NUNI^<LIN> | "No name entry in unit of purchase file for unit of purchase pointer in ITEM entry in P.O. file." | No Name entry in the Unit of Issue file (file 420.5) for the Unit of Purchase entry for the <LIN> Item in the Procurement & Accounting Transactions file. |
| NUOP^<LIN> | "No unit of purchase pointer for this ITEM in this P.O." | No Unit of Purchase pointer entered for the <LIN> Item in the Procurement & Accounting Transactions file. |
| NUPN^<LIN> | "No entry in unit of issue file for unit of purchase pointer in ITEM entry in P.O. file." | No entry in the Unit of Issue file (file 420.5) for the Unit of Purchase entry for the <LIN> Item in the Procurement & Accounting Transactions file. |
| NV0 | "No node zero in vendor file." | No Vendor file (file 440) entry for the Vendor pointer from Procurement & Accounting Transactions file (file 442). |
| NVID | "Missing a vendor ID number for an EDI vendor." | There is no Vendor ID Number for an EDI Vendor in the Vendor file. |

CHAPTER 11 MENU OUTLINE

This chapter lists each menu option assigned to the standard menu configuration for a Purchasing Agent. Main menu options are flush left. Subordinate options are spaced to the right. For example, if you wanted to use the "New Imprest Funds Purchase Order" option, you would select "Purchase Orders Menu", then "Imprest Funds Processing Menu", then "New Imprest Funds Purchase Order".

```
Purchase Orders Menu
  New Purchase Order
  Edit an Incomplete Purchase Order
  Amendment to Purchase Order
  Cancel an Unobligated Purchase Order
  Remove 2237 from P.O.
  Purchase Order Display
  Item Display
  Vendor Display
  Reserve a Purchase Order Number
  FPDS Data Edit
  EDI Retransmit
  Edit Direct Delivery Order for Purchase Card
  New Direct Delivery Order for Purchase Card
Display/Print Menu
  2237 Request Display
  Quotation for Bid Print
  History of Item Display /Print
  Catalog of Item File Print
  Fund Control Point Balance Display
P&C Utilities Menu
  Item File Edit
  Vendor File Edit
  Change Delivery Date on P.O.
  Direct Delivery Patient Edit
  Administrative Certification Add/Edit
  Inactivate Item
  Reactivate Item
  Inactivate Vendor
  Reactivate Vendor
  Setup AR selected vendors
Management Reports Menu
  P.O. Registers Menu
    Purchase Order Register
    Register by Day
    Imprest Fund Register
  FPDS Reports Menu
    25K or Less FPDS Summary
    25K or Less Without FPDS Data
    Over 25K Without FPDS Data
    Summary of Purchase Orders by Contract Number
    Line Item Count
    FPDS Purchase Order Register
  Statistics Menu
    Purchasing Agents Statistics
    Outstanding 2237s
    Incomplete Purchase Orders
    Requesting Service Statistics
    Control Points per Month
    Delinquent Delivery Listing
    Warehouse Receiving Statistics
    Public Law 100-322 Report
    Transmit Public Law 100-322 Report to Austin
    P.L. 100-322 Local Procurement Reason Report
    Purchasing Agent Statistics by Date
Request Further Clarification or Return to Service
```

Menu Outline

```
EDI/RFQ Reports
Request for Quotation Main Menu
  Process Menu
    New RFQ
    Edit Incomplete RFQ
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GLOSSARY

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| 1358 | Estimated Miscellaneous Obligation or Change in Obligation. |
| 2138 | VA Form 90-2138, Order for Supplies or Services. First page of a VA Purchase Order. |
| 2139 | VA Form 90-2139, Order for Supplies or Services (Continuation). This is a continuation sheet for the 2138 form. |
| 2237 | VA Form 90-2237, Request, Turn-in and Receipt for Property or Services. Used to request goods and services. |
| A&MM | Acquisition and Materiel Management Service. |
| AACS | Automated Allotment Control System--Central computer system developed by VHA to disburse funding from VACO to field stations. |
| Accounting Technician | Fiscal employee responsible for obligation and payment of received goods and services. |
| Activity Code | The last two digits of the AACS number. It is defined by each station. |
| ADP Security Officer | The individual at your station who is responsible for the security of the computer system, both its physical integrity and the integrity of the records stored in it. Includes overseeing file access. |
| Agent Cashier | The person in Fiscal Service (often physically located elsewhere) who makes or receives payments on debtor accounts and issues official receipts. |
| ALD Code | Appropriation Limitation Department. A set of Fiscal codes, which identifies the appropriation, used for funding. |
| Allowance table | Reference table in FMS that provides financial information at the level immediately above the AACS, or sub-allowance level. |
| Amendment | A document, which changes the information contained in a specified Purchase Order. Amendments are processed by the Purchasing & Contracting section of A&MM and obligated by Fiscal Service. |
| AMIS | Automated Management Information System. |

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| Application Coordinator | The individuals responsible for the implementation, training and trouble-shooting of a software package within a service. IFCAP requires there be an Application Coordinator designated for Fiscal Service, A&MM Service. |
| Approve Requests | The use of an electronic signature by a Control Point Official to approve a 2237, 1358 or other request form and transmit said request to A&MM/Fiscal. |
| Approving Official | A user that approves reconciliations to ensure that they are correct and complete. |
| Authorization | Each authorization represents a deduction from the balance of a 1358 to cover an expense. Authorizations are useful when you have expenses from more than one vendor for a single 1358. |
| Authorization Balance | The amount of money remaining that can be authorized against the 1358. The service balance minus total authorizations. |
| Batch Number | A unique number assigned by the computer to identify a batch (group) of Code Sheets. Code Sheets may be transmitted by Batch Number or Transmission Number. |
| Breakout Code | A set of A&MM codes which identifies a vendor by the type of ownership (e.g., Minority-owned, Vietnam Veteran Owned, Small Business Total Set Aside, etc.). |
| Budget Analyst | Fiscal employee responsible for distributing and transferring funds. |
| Budget Object Code | Fiscal accounting element that tells what kind of item or service is being procured. Budget object codes are listed in VA Handbook 4671.2 |
| Budget Sort Category | Used by Fiscal Service to identify the allocation of funds throughout their facility. |
| CCS | The Credit Card System. This is the database in Austin that processes the credit card information from the external Credit Card Vendor system, currently CitiDirect, and then passes information on to FMS and IFCAP. |
| CC | Credit Charge entry identifier used by FMS and CCS for charges paid to Vendor thru Credit Card payment process. |
| Ceiling Transactions | Funding distributed from Fiscal Service to IFCAP Control Points for spending. The Budget Analyst initiates these transactions using the Funds Distribution options. |

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| Classification of Request | An identifier a Control Point can assign to track requests that fall into a category, e.g., Memberships, Replacement Parts, Food Group III. |
| Common Numbering Series | This is a pre-set series of Procurement and Accounting Transaction (PAT) numbers used by Purchasing and Contracting, Personal Property Management, Accounting Technicians and Imprest Funds Clerks to generate new Purchase Orders/Requisitions/Accounting Transactions on IFCAP. The Application Coordinators establish the Common Numbering Series used by each facility. |
| Control Point | Financial element, existing ONLY in IFCAP, which corresponds to a set of elements in FMS that include the Account Classification Code (ACC) and define the Sub-Allowance on the FMS system. Used to permit the tracking of monies to a specified service, activity or purpose from an Appropriation or Fund. |
| Control Point Clerk | The user within the service who is designated to input requests (2237s) and maintain the Control Point records for a Service. |
| Control Point Official | The individual authorized to expend government funds for ordering of supplies and services for their Control Point(s). This person has all of the options the Control Point Clerk has plus the ability to approve requests by using their electronic signature code. |
| Control Point Official's Balance | A running record of all the transactions generated and approved for a Control Point from within IFCAP and also effects changes to the control point that are initiated directly from within the FMS system. Provides information that shows the total amount of funds committed, obligated and remaining to be spent for a specified fiscal quarter. |
| Control Point Requestor | The lowest level Control Point user, who can only enter temporary requests (2237s, 1358s) to a Control Point. This user can only view or edit their own requests. A Control Point Clerk or Official must make these requests permanent before they can be approved and transmitted to A&MM. |
| Cost Center | Cost Centers are unique numbers, which define a service. One cost center must be attached to every Fund Control Point. This enables costs to be captured by service. Cost centers are listed in VA Handbook 4671.1. |

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| Date Committed | The date that you want IFCAP to commit funds to the purchase. |
| Default | A suggested response that is provided by the system. |
| Deficiency | When a budget has obligated and expended more than it was funded. |
| Delinquent Delivery Listing | A listing of all the Purchase Orders that have not had all the items received by the Warehouse on IFCAP. It is used to contact the vendor for updated delivery information. |
| Delivery Order | An order for an item that the VA purchases through an established contract with a vendor who supplies the items. |
| Direct Delivery Patient | A patient who has been designated to have goods delivered directly to him/her from the vendor. |
| Discount Item | This is a trade discount on a Purchase Order. The discount can apply to a line item or a quantity. This discount can be a percentage or a set dollar value. |
| EDI Vendor | A vendor with whom the VA has negotiated an arrangement to submit, accept and fill orders electronically. |
| Electronic Data Interchange (EDI) | Electronic Data Interchange is a method of electronically exchanging business documents according to established rules and formats. |
| Electronic Signature | The electronic signature code replaces the written signature on all IFCAP documents used within your facility. Documents going off-station will require a written signature as well. |
| Expenditure Request | A Control Point document that authorizes the expenditure of funds for supplies and/or services (e.g., 2237, 1358, etc.). |
| FCP | Fund Control Point (see Control Point). |
| Federal Tax ID | A unique number that identifies your station to the Internal Revenue Service. |
| Fiscal Balance | The amount of money on a 1358 and any adjustments to that 1358 that have been obligated by Fiscal Service. This amount is reduced by any liquidations submitted against the obligation. |
| Fiscal Quarter | The fiscal year is broken into four three-month quarters. The first fiscal quarter begins on October 1. |
| Fiscal Year | Twelve-month period from October 1 to September 30. |

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| FMS | Financial Management System, the primary accounting system for administrative appropriations. FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting. |
| FOB | Freight on Board. An FOB of "Destination" means that the vendor has included shipping costs in the invoice, and no shipping charges are due when the shipper arrives at the warehouse with the item. An FOB of "Origin" means the Vendor has paid shipping costs directly to the shipper and then will include them on their Invoice. |
| FPDS | Federal Procurement Data System. |
| FTEE | Full Time Employee Equivalent. An FTEE of 1 stands for 1 fiscal year of full-time employment. This number is used to measure workforces. A part-time employee that worked half days for a year would be assigned an FTEE of 0.5, as would a full-time employee that worked for half of a year. |
| Fund Control Point | IFCAP accounting element that is not used by FMS. See also control point. |
| Funds Control | A group of Control Point options that allow the Control Point Clerk and/or Official to maintain and reconcile their funds. |
| Funds Distribution | A group of Fiscal options that allows the Budget Analyst to distribute funds to Control Points and track Budget Distribution Reports information. |
| GBL | Government Bill of Lading. A document that authorizes the payment of shipping charges in excess of \$250.00. |
| GL | General Ledger. |
| Identification Number | A computer-generated number assigned to a code sheet. |
| Imprest Funds | Monies used for cash or 3rd party draft purchases at a VA facility. |
| Integrated Supply Management System (ISMS) | ISMS is the system, which replaced LOG I for Expendable Inventory. |
| ISMS | See Integrated Supply Management System. |
| Item File | A listing of items specified by A&MM service as being purchased repetitively. This file maintains a full description of the item, related stock numbers, vendors, contract numbers and a procurement history. |

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| Item History | Procurement information stored in the Item File. A history is kept by Fund Control Point and is available to the Control Point at time of request. |
| Item Master Number | A computer generated number used to identify an item in the Item File. |
| Justification | A written explanation of why the Control Point requires the items requested. Adequate justification must be given if the goods are being requested from other than a mandatory source. |
| Liquidation | The amount of money posted to the 1358 or Purchase Order as a payment to the vendor. They are processed through payment/invoice tracking. |
| LOG I | LOG I is the name of the Logistics A&MM computer located at the Austin Automation Center. This system continues to support the Consolidated Memorandum of Receipt. |
| Mandatory Source | A Federal Agency that sells supplies and services to the VA, Defense Logistics Agency (DLA), General Services Administration (GSA), etc. |
| MSC Confirmation Message | A MailMan message generated by the Austin Message Switching Center that assigns an FMS number to an IFCAP transmission of documents. |
| Obligation | The commitment of funds. The process Fiscal uses to set aside monies to cover the cost of an Order. |
| Obligation (Actual) Amount | The actual dollar figure obligated by Fiscal Service for a Purchase Order. The Control Point's records are updated with actual cost automatically when Fiscal obligates the document on IFCAP. |
| Obligation Data | A Control Point option that allows the Control Point Clerk and/or Budget Analyst to enter data not recorded by IFCAP. |
| Obligation Number | The 6-character number assigned to orders, requisitions and 1358s. (i.e. C prefix number that Fiscal Service assigns to the 1358.) |
| Organization Code | Accounting element functionally comparable to Cost Center, but used to organize purchases by the budget that funded them, not the purposes for spending the funds. |
| Outstanding 2237 | A&MM report that lists all the IFCAP generated 2237s pending action in A&MM. |

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| Partial | A Receiving Report (VA document that shows receipt of goods) for only some of the items ordered on a Purchase Order. |
| Partial Date | The date that a warehouse clerk created a receiving report for a shipment. |
| PAT Number | Pending Accounting Transaction number - the primary FMS reference number. See also Obligation Number. |
| Personal Property Management | A section of A&MM Service responsible for screening all requests for those items available from a Mandatory Source, VA Excess or Bulk sale. They also process requisitions for goods from Federal Agencies and equipment requests. In addition, they maintain the inventory of Warehouse stocked items and all equipment (CMRs) at the facilities they support. |
| POA | Purchase Order Acknowledgment. The message received electronically from an EDI vendor acknowledging the placement of an order. |
| PPM | Personal Property Management, now referred to at most sites as Acquisition and Materiel Management Service. |
| Program Code | Accounting element that identifies the VA initiative or program that the purchase will support. |
| Prompt Payment Terms | The discount given to the VA for paying the vendor within a set number of days (e.g., 2% 20 days means the VA will save 2% of the total cost of the order if the vendor is paid within 20 days of receipt of goods). |
| Purchase Card | A card, similar to a credit card that Purchase Card Users use to make purchases. Purchase Cards are not credit cards but debit cards that spend money out of a deposited balance of VA funds. |
| Purchase Card Coordinator | A person authorized by a VA station to monitor and resolve delinquent purchase card orders, help VA services record, edit and approve purchase card orders in a timely manner, assign purchase cards to IFCAP users, and monitor the purchase card expenses of VAMC services. |
| Purchase Card Orders | Orders funded by a purchase card. |
| Purchase Card User | A person who uses a purchase card. Purchase Card Users are responsible for recording their purchase card orders in IFCAP. |
| Purchase History Add (PHA) | Information about purchase orders which is automatically sent to Austin for archiving. This same transaction is also used to send a PO for EDI processing. |

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| Purchase History Modify (PHM) | Information about amendments that is automatically sent to Austin for archiving. |
| Purchase Order | A government document authorizing the purchase of the goods or services at the terms indicated. |
| Purchase Order Acknowledgment | Information returned by the vendor describing the status of items ordered (e.g., 10 CRTs shipped, 5 CRTs backordered). |
| Purchase Order Status | The status of completion of a purchase order (e.g., Pending Contracting Officer's Signature, Pending Fiscal Action, Partial Order Received, etc.). |
| Purchasing Agents | A&MM employees legally empowered to create purchase orders to obtain goods and services from commercial vendors. |
| Quarterly Report | A Control Point listing of all transactions (Ceilings, Obligations, Adjustments) made against a Control Point's Funds. |
| Quotation for Bid | Standard Form 18. Used by Purchasing Agents to obtain written bids from vendors. May be created automatically and transmitted electronically within the Purchasing Agent's module. |
| Receiving Report | The VA document used to indicate the quantity and dollar value of the goods being received. |
| Reconciliation | Comparing of two records to validate IFCAP Purchase Card orders. Purchase Card Users compare IFCAP generated purchase card order data with the CC transaction sent from the CCS system in Austin. |
| Reference Number | Also known as the Transaction Number. The computer generated number that identifies a request. It is comprised of the: Station Number-Fiscal Year-Quarter - Control Point - 4 digit Sequence Number. |
| Repetitive (PR Card) Number | See Item Master Number. |
| Repetitive Item List (RIL) | A method the Control Point uses to order items in the Item File. The Control Point enters the Item Master Number, the quantity and vendor and IFCAP can sort and generate 2237 requests from the list. A RIL can be created by using the Auto-Generate feature within the Inventory portion of the package. |
| Requestor | See "Control Point Requestor." |
| Requisition | An order from a Government vendor. |

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| Running Balance | A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated, and remaining to be spent for a specified fiscal quarter. |
| Section Request | A temporary request for goods and/or services entered by a Control Point Requestor. These requests may or may not be made permanent by the Control Point Clerk/Official. |
| Service Balance | The amount of money on the on the original 1358 and any adjustments to that 1358 when created by that service in their Fund Control Point. This amount is reduced by any authorizations created by the service. |
| SF-18 | Request for Quotation. |
| SF-30 | Amendment of Solicitation/Modification of Contract. |
| Short Description | A phrase, which describes the item in the Item Master file. It is restricted to 3 to 60 characters and consists of what the item is, the kind of item, and the size of item (e.g., GLOVE-SURGICAL MEDIUM). |
| Site Parameters | Information (such as Station Number, Cashier's address, printer location, etc.) that is unique to your station. All of IFCAP uses a single Site Parameter file. |
| Sort Group | An identifier a Control Point can assign to a project or group of like requests. It is used to generate a report that will tell the cost of requests. |
| Sort Order | The order in which the budget categories will appear on the budget distribution reports. |
| Special Remarks | A field on the Control Point Request that allows the CP Clerk to enter information of use to the Purchasing Agent or vendor. This field can be printed on the Purchase Order. |
| Stacked Documents | The POs, RRs & 1358s that are sent electronically to Fiscal and stored in a file for printing at a later time rather than being printed immediately. |
| Status of Funds | Fiscals on-line status report of the monies available to a Control Point. FMS updates this information automatically. |
| Sub-control Point | A user defined assignment of all or part of a ceiling transaction to a specific category (sub-control point) within a Control Point. Transactions can then be posted against this sub-control point and a report can be generated to track use of specified funding within the overall control point.. |

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| Sub-cost Center | A subcategory of Cost Center. IFCAP will not utilize a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field. |
| Tasked Job | A job, usually a printout that has been scheduled to run at a predetermined time. Tasked jobs are set up to run without having a person watching over them. |
| TDA | See "Transfer of Disbursing Authority." |
| Total Authorizations | The total amount of the authorizations created for the 1358 obligation. |
| Total Liquidations | The total amount of the liquidations against the 1358 obligation. |
| Transaction Number | The number of the transaction that funded a Control Point (See Budget Analyst User's Guide). It consists of the Station Number - Fiscal Year - Quarter - Control Point - Sequence Number. |
| Transfer of Disbursing Authority | The method used to allocate funds to a VA facility. |
| Transmission Number | A sequential number given to a data string when it is transmitted to the Austin DPC; used for tracking message traffic. |
| Type Code | A set of A&MM codes that provides information concerning the vendor size and type of competition sought on a purchase order. |
| Vendor file | An IFCAP file of vendor information solicited by the facility. This file contains ordering and billing addresses, contract information, FPDS information and telephone numbers. The debtor's address may be drawn from this file, but is maintained separately. If the desired vendor is not in the file, contact A&MM Service to have it added. |
| Vendor ID Number | The ID number assigned to a vendor by the FMS Vendor unit. |
| VRQ | FMS Vendor Request document. When a new vendor is added to IFCAP a VRQ message is sent electronically to the Austin FMS Vendor unit to determine if the vendor exists in the central vendor system. If the vendor is not in the system, Austin will confirm information and establish the vendor in the central file. If vendor exists in central file already, Austin will verify the data. See also VUP. |

VUP

Vendor Update Message. This message is sent electronically from the FMS system to ALL IFCAP sites to ensure that the local vendor file contains the same data as the central vendor file in Austin. This message will contain the FMS Vendor ID for the vendor and also the Alternate Address Indicator if applicable. See also VRQ.

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