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, Department of Veteran Affairs (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. Once accepted by a vendor, purchase orders 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? All this means is that users that want to divide their reading into manageable lessons can concentrate on one section and all its subsections, e.g., section 1.3.5.4 and all its subsections would make a coherent lesson.

1.4 Package Management, Legal Requirements and Security Measures

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 using 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” lines1.6.9 Required Fields File

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)

FMS Document	Purpose
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 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.

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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  IFAGENT,THREE
```

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: IFAGENT,ONE// ?

     Must be a Purchasing Agent or 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: IFAGENT,ONE// IFAGENT,TWO
```

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



          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 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: 4E  688-4E     PC AUTHORIZED BUYER

   Are you adding '688-4E0326' 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. Estimated 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 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.

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 (FSC) for an item, or the Product Service Code (PSC) for a service. IFCAP might display some additional prompts based on your entry.

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 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 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 (Under $25,000 report)?: 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, unless the Source Code used is 4 (VA Decentralized Schedule), 6 (Fed. Supply Sched. or OGA Contracts), 7 (Consolidated Procurement), or B (a combination of 2, 4, & 6). 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. At the EXTENT COMPETED: prompt, enter a description of the acquisition method. Double question marks may be entered for a list.

47. Enter the REASON NOT COMPETED, if applicable. Double question marks may be entered for a list.

48. Enter the SOLICITATION PROCEDURE, if applicable. Double question marks may be entered for a list. Solicitation procedures should be entered for orders under and over $25K.

49. Enter an EVALUATED PREFERENCE, if applicable. This is a short name for the preference. Double questions marks may be entered for a list.

50. Enter a FUNDING AGENCY OFFICE CODE. Double questions marks may be entered for a list.

51. Enter Y at the Review Purchase Order?: prompt to have IFCAP display the order to your screen.

52. 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.

53. If you answered Y at the Send to Fiscal Service:? prompt, IFCAP will prompt you for your electronic signature code.

54. 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.

```
ENTER A NEW PURCHASE ORDER NUMBER OR A COMMON NUMBERING SERIES
   PURCHASE ORDER: 4E  688-4E     PC AUTHORIZED BUYER
   Are you adding '688-4E0326' as a new Purchase Order number ? Y  (YES)
P.O. DATE: TODAY//   (JUL 05, 2005)
METHOD OF PROCESSING: INVOICE/RECEIVING REPORT// 25  PURCHASE CARD
PURCHASE CARD NAME: INDIA  INDIANA
ESTIMATED ORDER?: N//   NO
INVOICE ADDRESS: FMS//
VENDOR: 425  IFVENDOR ONE PRODUCTS             PH:800 555-2298  NO:   425
ORD ADD:8855 ANY ROAD                         FMS:BAXTER SCIENTIFIC PROD*
        COLUMBIA, MD 21045                   CODE:E05240924    FAX:708 689-1742

         ...OK? Yes//   (Yes)

SOURCE CODE: 2       Open Market
LOCAL PROCUREMENT REASON CODE: 10       IDENTICAL ITEM AT LOWER COST
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: 561-12-4

     1   561-12-4-124-0002    OBL  BAXTER CARDIOVASCULA
STUFFING FOR MY HALLOWEEN SCARECROW
    Accepted by eCMS
     2   561-12-4-2398-0002    OBL  BAXTER HEALTH IV ($1
BATTERY,ALK,AAA,1.5V
     3   561-12-4-397-0003    OBL  GREAT STUFF FOR ALL
```

```
BALLONS,WEATHER,HIGH-ALTITUDE

    Accepted by eCMS


CHOOSE 1-3: 2  561-12-4-2398-0002  OBL  BAXTER HEALTH IV ($1

BATTERY,ALK,AAA,1.5V

             To IFCAP Ordering Officer           561A4

   Line Items: A

...EXCUSE ME, LET ME THINK ABOUT THAT A MOMENT....
```

```
Select REQUEST WORKSHEET 2237 TRANSACTION NUMBER:


FCP: 2398 CESAR'S FCP                              0160A1   10  0100   989
COST CENTER: 8405 Voluntary
REQUESTING SERVICE: VOLUNTARY//
RECEIVING REQUIRED?: Y  YES
EXPENDABLE/NONEXPENDABLE: E//   EXPENDABLE
Enter the word 'PATIENT' in the 'DELIVERY LOCATION' field for a direct delivery
to a patient.
DELIVERY LOCATION:
SHIP TO: Washington VAMC//
VERBAL PURCHASE ORDER (Y/N): NO//   NO
F.O.B. POINT: DESTINATION//   DESTINATION
DELIVERY DATE: TODAY+10//   (JUL 15, 2005)
PROPOSAL: N/A//
Select PURCHASE METHOD: 3       FAR 13     Open Market
Select PURCHASE METHOD:
EST. SHIPPING AND/OR HANDLING:
PROMPT PAY TYPE: A//   NORMAL
PA/PPM/AUTHORIZED BUYER: SUPPLY,USER//
Select LINE ITEM NUMBER: 1
  LINE ITEM NUMBER: 1//
  ITEM MASTER FILE NO.: 14       BATTERY,ALK,AAA,1.5V     NIF#12923      ..
  DESCRIPTION:
 BATTERY, ALKALINE, AAA SIZE, 1.5 VOLTS


    Edit? NO//
  QUANTITY: 12
  UNIT OF PURCHASE: EA//
  ACTUAL UNIT COST: $0.5000//
  PACKAGING MULTIPLE: 1//
  SKU: EA//
  UNIT CONVERSION FACTOR: 1//
```

```
  VENDOR STOCK NUMBER:
  NSN: 6135-01-296-1859//
  FSC/PSC: 6135//

  CONTRACT/BOA #:
  BOC: 2660 Operating Supplies and Materials
2660 Operating Supplies and Materials

Enter/Edit Delivery Schedule for this Item?  NO//   (NO)
Select LINE ITEM NUMBER: 2
  LINE ITEM NUMBER: 2//
  ITEM MASTER FILE NO.: 15         MONTGOMERY STRAP        ............
  DESCRIPTION:
 ADHESIVE TIES, SURGICAL, WHITE, 7-1/4 INCHES WIDE, 11-1/8 INCHES LONG,
24 SHEETS/PG, CONSTRUCTED OF RAYON TAFFETA BACKING COATED WITH SYNTHETIC
HYPOALLERGENIC ADHESIVE, EXPOSED ADHESIVE COVERED WITH REMOVABLE PAPER
BACKING; WITH 3/8 INCH DOUBLE REINFORCED TIE HOLES 1 INCH APART PUNCHED
APPROX 9/16 INCH FROM EDGE OF REINFORCED PROTION, FOR USE IN HOLDING
DRESSINGS REQUIRING FREQUENT CHANGES (DERMICEL MONTGOMERY STRAPS)

    Edit? NO//
  QUANTITY: 6
  UNIT OF PURCHASE: PG//
  ACTUAL UNIT COST: $4.5000//
  PACKAGING MULTIPLE: 24//
  SKU: BX//
  UNIT CONVERSION FACTOR: 1//
  VENDOR STOCK NUMBER:
  NSN: 6510-00-003-3058//
  FSC/PSC: 6510//
  CONTRACT/BOA #:
  BOC: 2660 Operating Supplies and Materials
2660 Operating Supplies and Materials
```

```
Enter/Edit Delivery Schedule for this Item?  NO//   (NO)
Select LINE ITEM NUMBER:
Select ADMINISTRATIVE CERTIFICATIONS:
COMMENTS:
  No existing text
  Edit? NO//
CERTIFIED P.O.: N//   NO
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,B2,E2
 ITEM: 1:2,                             AMOUNT: 33
  TYPE CODE: B2         DEL ORDER - GSA ISSUED FSS//LARGE BUSINESS

Possible Competitive Status/Business codes: X2,Y2,Z2

  COMP. STATUS/BUSINESS: Y2       NOT COMPETED//LARGE BUSINESS

Possible Preference Program Codes: O

  PREF. PROGRAM: O       NONE OF THE ABOVE

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

EXTENT COMPETED: ??
   This is the description of the acquisition method, if any.
```

```
   Choose from:
   1            A     Full and Open
   2            B     Not Available
   3            C     Not Competed
   4            D     Full and Open after exclusion
   5            E     Follow on to competed
   6            F     Competed under Simplified Acquisition Threshold (SAT)
   7            G     Not competed under SAT
   8            CDO     Competed delivery order
   9            NDO     Non competed delivery order

EXTENT COMPETED: NDO       Non competed delivery order
REASON NOT COMPETED: ??


   Choose from:
   1            UNQ     Unique Source. Report this code if the action was justified
                         pursuant to FAR 6.302-1(b)(1).
   2            FOC     Follow on contract for a stand alone contract. Report this
                        code if the action was justified pursuant to FAR 6.302-1(a)
                        (ii) or FAR 6.302-1(a)(2)(iii).
   3            UR      Unsolicited research proposal.
   4            PDR     Patent/data rights.
   5            UT      Utilities.
   6            STD     Standardization. Report this code if the action was justified
                        pursuant to FAR 6.302-1(b)(4).
   7            ONE     Only one source. Report this code if the action was justified
                        pursuant to FAR 6.302-1.
   8            URG     Urgency. Report this code if the action was justified pursuant
                        to FAR 6.302-2.
   9            MES     Mobilization. Essential R & D.
   10           IA     International agreement.
```

```
   11           OTH     Authorized by statute. Report this code if the action was
                        justified pursuant to FAR 6.302-5.
   12           RES     Authorized resale.
   13           NS      National security.
   14           MPT     Less than micropurchase threshold FAR 13.202.
   15           SP2     Simplified acquisition threshold non competitive. Report this
                        code for a non competitive acquisition when the simplified
                        acquisition procedures in FAR 13.3 are used.
   16           FPI     Federal Prison Industries.
   17           JWOD    JWOD Agency.

REASON NOT COMPETED: 1  UNQ     Unique Source. Report this code if the action was
justified pursuant to FAR 6.302-1(b)(1).
SOLICITATION PROCEDURE: ??
        Solicitation procedures to be used for under and over $25K orders.



   Choose from:
   1            NP     Negotiated Proposal.
   2            SB     Sealed Bid.
   3            TS     Two Step.
   4            SP1    Simplified Acquisition Procedure FAR 13.
   5            AE     Architect Engineer.
   6            BR     Basic Research.
   7            AS     Alternative Source.

SOLICITATION PROCEDURE: 4  SP1     Simplified Acquisition Procedure FAR 13.
EVALUATED PREFERENCE: ??
        This is the short name for the evaluated preference.



   Choose from:
   1            SDA     Small Disadvantaged Business (SDB) Price Evaluation
                        Adjustment.
```

```
   2            SPS     Small Disadvantaged Business (SDB) Preference Consideration.
   3            HZE     Hubzone Price Evaluation Preference.
   4            HSD     Combined HUB/SDB Preference.
   5            NONE    No Evaluation.

EVALUATED PREFERENCE: NONE       No Evaluation.
FUNDING AGENCY CODE:
FUNDING AGENCY OFFICE CODE:

     Review Purchase Order ? YES//   (YES)



PURCHASE ORDER: 688-4E0326           STATUS: Pending Contracting Officers Signa
M.O.P.: PURCHASE CARD                LAST PARTIAL RECD.:
                                     REQUESTING SERVICE: FISCAL
VENDOR:  IFVENDOR ONE      PRODUCTS             SHIP TO: Washington VAMC
         8855 ANY ROAD                                   V.A. Medical Center
         COLUMBIA, MD  21045                             50 Irving Street, NW
         800 555 2298                                    Washington, DC  20422
         ACCT # 45 420 7487 013

         FMS Vendor Code: E00000000



_____________________________________________________________________________
FOB POINT: DESTINATION       |PROPOSAL: N/A              |AUTHORITY:
COST CENTER: 215000          |                           |  FAR 13
TYPE: PURCHASE ORDER         |                           |AGENT:
DELIVER ON/BEFORE 7/15/2005  |CONTRACT:                  |  IFUSER
DISCOUNT TERM: NET30         |                           |DATE: 7/5/2005
APP: 3650160-255             |                           |
                             |                           |TOTAL:    33.00
-----------------------------------------------------------------------------
```

```
        ENTER '^' TO HALT:



                                                        UNIT           TOTAL
ITEM           DESCRIPTION                QTY UNIT     COST           COST
--------------------------------------------------------------------------------
    1   BATTERY, ALKALINE, AAA SIZE,       12  EA      0.50           6.00
        1.5 VOLTS
        NSN:  6135-01-296-1859
        Items per EA: 1
        BOC: 2660

    2   ADHESIVE TIES, SURGICAL, WHITE,     6  PG      4.50          27.00
        7-1/4 INCHES WIDE, 11-1/8 INCHES
        LONG, 24 SHEETS/PG, CONSTRUCTED
        OF RAYON TAFFETA BACKING COATED
        WITH SYNTHETIC HYPOALLERGENIC
        ADHESIVE, EXPOSED ADHESIVE
        COVERED WITH REMOVABLE PAPER
        BACKING; WITH 3/8 INCH DOUBLE
        REINFORCED TIE HOLES 1 INCH
        APART PUNCHED APPROX 9/16 INCH
        ENTER '^' TO HALT:



                                                        UNIT           TOTAL
ITEM           DESCRIPTION                QTY UNIT     COST           COST
--------------------------------------------------------------------------------
        FROM EDGE OF REINFORCED PROTION,
        FOR USE IN HOLDING DRESSINGS
        REQUIRING FREQUENT CHANGES
        (DERMICEL MONTGOMERY STRAPS)
        NSN:  6510-00-003-3058
```

```
        Items per PG: 24

        BOC: 2660



END OF DISPLAY--PRESS RETURN OR ENTER '^' TO HALT:


     Print Purchase Order? YES// n  (NO)

Enter ELECTRONIC SIGNATURE CODE:                            Thank you.


...now generating the PHA transaction


...now generating the FPDS message for the AAC


Cost of this request: $33.00

Current Control Point Balance: $-364.50



ENTER A NEW PURCHASE ORDER NUMBER OR A COMMON NUMBERING SERIES

   PURCHASE ORDER:
```

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

1. Select Purchase Orders Menu from the Purchasing Agent Menu.
2. Select Amendment to Purchase Order from the Purchase Orders 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: 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 CHA
NGES 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 ADMINIS
TRATIVE 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: IFBUYER,TWO//
```

```
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
   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 the vendors with late or imminent delivery obligations.

3.2 Menu Path

1. Select Management Reports Menu from the Purchasing Agent Menu.
2. Select Statistics Menu from the Management Reports Menu.
3. 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 Supply Employee type.

```
Supply Employee type selection:

    1:WAREHOUSE

    2:PPM ACCOUNTABLE OFFICER

    3:PURCHASING AGENT

    4:MANAGER

    5:PURCHASE CARD HOLDER

    6:ALL OF THE ABOVE
```

2. 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.
3. 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 the purchase 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

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

             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:
```

3.6 Print Obligated 1358s

3.6.1 Introduction

This report includes information such as P.O. #, date and amount; requestor; and vendor and contract information, if it was entered when the 1358s were created.

3.6.2 Menu Path

1. Select Management Reports Menu from the Purchasing Agent Menu.
2. Select FPDS Reports Menu form the Management Reports Menu.
3. Select Print Obligated 1358s from the FPDS Reports Menu.

3.6.3 Prompts

Enter a date range and device to obtain a list of purchase orders from obligated 1358s with a dollar value of $0 and higher. Your previous entries for the START and GO TO P.O. DATES will appear as the defaults. This option should be printed at 132 columns.

```
* Previous selection: P.O. DATE from Oct 1,2005 to Oct 31,2005@24:00

START WITH P.O. DATE: Oct 1,2005//   (OCT 01, 2005)

GO TO P.O. DATE: Oct 31,2005//   (OCT 31, 2005)

DEVICE: HOME//   LAT    RIGHT MARGIN: 80// 132
```

```
PROCUREMENT & ACCOUNTING TRANSACTIONS LIST (OBLIGATED 1358s)                      FEB
6,2006  13:13    PAGE 1

                                                                  BUSINESS

PURCHASE                                          VENDOR CONTRACT  TYPE    SOCIOECONOMIC
TOTAL

ORDER NUMBER  P.O. DATE    VENDOR                 NUMBER           (FPDS)  GROUP (FPDS)
AMOUNT  REQUESTOR

-------------------------------------------------------------------------------------
-------------------------


442-C60001    OCT  3,2005  IFVENDOR ONE                           SMALL   OO
2556    IFREQUESTOR,ONE

442-C66001    OCT  3,2005  IFVENDOR TWO                           LARGE   OO
2565    IFREQUESTOR,ONE

442-G67001    OCT  3,2005  IFVENDOR THREE                         LARGE   OO
987     IFREQUESTOR,ONE

442-C66002    OCT 19,2005  IFVENDOR THREE       V797P-2003        LARGE   OO
2000    IFREQUESTOR,TWO
```

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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 an 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.
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 an 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

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 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: i  Input Template
```

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 Reqd Delivery Date: prompt.

6. Enter the date that quotes are due from the vendors at the Quote Due Date/Time: prompt.

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. A 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. A 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 Federal Supply Classification (FSC) for an item, or the Product Service Code (PSC) for a service. IFCAP might display some additional prompts based on your entry.

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 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 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 #: 658-96-4-035-0382   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: IFCAPRECEIVER@COMPUTER ROOM  Replace
FOB: DESTINATION//
SET ASIDE?: n  NO
CONTRACTING OFFICER: IFUSER,ONE          IO      IRM      PROGRAMMER/ANALYST
Select LINE ITEM NBR: 2//
  LINE ITEM NBR: 2//
  ITEM MASTER FILE NBR:
  DESCRIPTION (SHORT): Bath towel//
  DESCRIPTION:
Bath towel


    Edit? NO//
  UNIT OF PURCHASE: EA//
  QUANTITY: 10//
  SIC CODE:    2842 POLISHES AND SANITATION GOODS
  NATIONAL DRUG CODE:
  NSN: 6505-30-138-1030
  FSC/PSC: 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: IFVENDOR,TWO      //
  SOLICITED VENDOR: IFVENDOR,TWO      //
  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: IFUSER,ONE                Priority: STANDARD
Requesting Service: INFORMATION SYSTEM CENTER
```

```
Substation:
Requester: IFUSER,ONE                  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: IFCAPRECEIVER@COMPUTER ROOM
Primary 2237: 658-96-4-035-0382        Set Aside: NO
FCP: 035 SUPPLY OFFICE SUPPLIES
Solicited Vendors:
    Name                                       Dun & Bradstreet  Method
    IFVENDOR,TWO                               000000000         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: IFUSER,EIGHT                 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//
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 in the screen captures that follow.

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 Reqd 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. A 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. A 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 an 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. Enter the Federal Supply Classification (FSC) for an item, or the Product Service Code (PSC) for a service. IFCAP might display some additional prompts based on your entry.

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.

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 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 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  WAREHOUSE
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: IFUSER,TWO
Substation:                       Requester's Phone #: 501 555 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
```

```
                    Request for Quotation Enter/Edit

RFQ NBR: 658-96-RFQ-00130         Requesting Service: SUPPLY

Status: PENDING QUOTES            Requester: IFUSER,TWO

Substation:                       Requester's Phone #: 501 555 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: IFUSER,ONE



_____________________________________________________________________________

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: IIFUSER,TWO

Substation:                       Requester's Phone #: 501 555 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: IFUSER,TWO

Substation:                       Requester's Phone #: 501 555 6631


+-------------------------------------------------------------------------+

|Line Item #: 1                              Item Master File #:          |

|Descr(W):     Short: STUFF,BUNCH OF                                      |

|Unit of Purchase: CS                        Quantity: 450                |

|SIC Code:                                   Natl Drug Code:              |

|Natl Stock #:                               Federal Supply Class:        |

|Mfg Part #:                                 Lot #:                       |

|Serial #:                                   Hazmat Code:                 |

|BOC: 2620 Office Supplies                                                |

|Select Delivery Schedule:                                                |

|                                                                         |

+-------------------------------------------------------------------------+

_________________________________________________________________________

Close     Refresh


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: IFUSER,TWO

Substation:                       Requester's Phone #: 501 555 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: IFUSER,TWO

Substation:                        Requester's Phone #: 501 555 6631


Select Solicited Vendor: WAREHOUSE

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: IFUSER,TWO

Substation:                        Requester's Phone #: 501 555 6631


Select Solicited Vendor: WAREHOUSE

+-------------------------------------------------------------------------+

|Solicited Vendor's Name: WAREHOUSE                                       |

|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: IFUSER,TWO

Substation:                        Requester's Phone #: 501 555 6631


Select Solicited Vendor: WAREHOUSE

+-------------------------------------------------------------------------+

|Solicited Vendor's Name: WAREHOUSE                                       |

|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: IFUSER,TWO

Substation:                        Requester's Phone #: 501 555 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: IFUSER,TWO

Substation:                        Requester's Phone #: 501 555 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
```

```
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

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 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 Reqd 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.

8. At the FOB: prompt, enter D for destination or O for origin. A 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. A 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 an 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. Enter the Federal Supply Classification (FSC) for an item, or the Product Service Code (PSC) for a service. IFCAP might display some additional prompts based on your entry.

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 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 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: IFUSER,THREE
Substation:                       Requestor's Phone #: 555-2464

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: IFUSER,FOUR


_____________________________________________________________________________
Exit     Save     Next Page     Refresh

COMMAND:                                        Press <PF1>H for help    Insert
Request for Quotation Enter/Edit
RFQ NBR: 658-96-RFQ-00082         Requesting Service:
Status: INCOMPLETE                Requestor: IFUSER,THREE
Substation:                       Requestor's Phone #: 555-2464

  Item Line #    Short Description
  -----------    -----------------



+---------------------------------------------------------------------------+
|Line Item #: 1                              Item Master File #:            |
|Descr(W):     Short:                                                       |
|Unit of Purchase:                           Quantity:                      |
|SIC Code:                                   Natl Drug Code:                |
```

```
|Natl Stock #:                                Federal Supply Class:            |
|Mfg Part #:                                  Lot #:                           |
|Serial #:                                    Hazmat Code:                     |
|BOC:                                                                          |
|Select Delivery Schedule:                                                     |
|                                                                              |
+------------------------------------------------------------------------------+

_____________________________________________________________________________
Close     Refresh
                    Request for Quotation Enter/Edit
RFQ NBR: 658-96-RFQ-00083         Requesting Service:
Status: INCOMPLETE                Requestor: IFUSER,FIVE
Substation:                       Requestor's Phone #: 555-3333

Select Solicited Vendor: WAREHOUSE
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

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 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.                           | DEF. UNDER BDSA |

               |               | 658-96-RFQ-00083              | REG.2 AND/OR DMS|

               |               |                               | REG.1->         |

_______________|_______________|_______________________________|_________________|____
___
5A.ISSUED BY                                                   |6.DELIVER BY (Date)

                                                               |

               SALEM,VA  24153                                 | AUG 05, 1996


|___________________________

_______________________________________________________________|7.DELIVERY

5B.FOR INFORMATION CALL:(Name & phone no.) (No collect calls)  |(unless otherwise

                                                               | specified)

                                                               |  FOB
OTHER
```

```
    IFUSER,FIVE                PHONE: 555-3333                 | _DESTINATION
x_(See
                                                               |
schedule)
_______________________________________________________________|_______________________
___
8.TO: NAME AND ADDRESS, INCLUDING ZIP CODE                     |9.DESTINATION
(Consignee
          WAREHOUSE                                            | and address, using
ZIP)
          V A MEDICAL CENTER                                   |
                                                               |
          MINNEAPOLIS,MN  55417                                |
                                                               |
_______________________________________________________________|_______________________
___
10.PLEASE FURNISH QUOTATIONS TO |11.BUSINESS CLASSIFICATION (check appropriate boxes)
   THE ISSUING OFFICE ON OR BE- |   _SMALL                  _OTHER THAN SMALL
   FOR CLOSE OF BUSINESS (date) |   _VIETNAM VETERAN-OWNED  _WOMEN-OWNED
                                |   _DISADVANTAGED          _DISABLED VETERAN-OWNED
________________________________|_____________________________________________________
___

IMPORTANT: This is a request for information, and quotations furnished are
not offers.  If you are unable to quote, please so indicate on this form and
return it.  This request does not commit the Government to pay any costs
incurred in the preparation of the submission of this quotation or to
contract for supplies or services.  Supplies are of domestic origin unless
otherwise indicated by quoter.  Any representations and/or certifications
attached to this Request for Quotations must be completed by the quoter.
_____________________________________________________________________________________
___
          12.SCHEDULE (Include applicable Federal, State and local taxes)
_____________________________________________________________________________________
___
ITEM # |  DELIVERY LOCATION &      | QTY  | UNIT | UNIT PRICE |   AMOUNT   | DEL. DATE
       |    DESCRIPTION             |      |      |            |            |
```

```
__(a)__|_____________(b)___________|_(c)__|_(d)__|_____(e)____|_____(f)____|_____(g)__
___
1      |                           |30    |CS    |            |            |
       |  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  |      |      |            |            |
       |                           |      |      |            |            |
```

FORM APPROVED OMB NO. 2900-0445 PAGE: 2

METRIC PRODUCTS - Products manufactured to metric dimensions will be considered on an equal basis with those manufactured using inch-pound units, providing they fall 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|10 CALENDAR DAYS |20 CALENDAR DAYS |30 CALENDAR DAYS |CALENDAR
DAYS
      PAYMENT--->     |                %|                %|                %|
%
                      |                 |                 |                 |
```

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	16.QUOTATION DATE
	17.NAME AND TITLE OF SIGNER (Type or print)	18.PHONE NO. (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 conncern 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 firms'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--

(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 authorty 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 SF-18 ADP (Rev 10-83)

Approved by OIRM____ Page 4

--LAST PAGE--

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.
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: IFUSER,FIVE                 Requestor's Phone #: 555-3333

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

    WAREHOUSE

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: IFUSER,EIGHT                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 ...

          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 #: 301-555-3731
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: IFUSER,SIX                Priority: STANDARD
Requesting Service: 1040
Substation:
Contact: IFUSER,SEVEN                  Requestor's Phone #: 501-555-1202
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
         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
    IFVENDOR,FOUR                                000000000           3
    IFVENDOR,THREE                               000000000           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
          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:
```

4.2.8 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: IFUSER,SIX              Priority: STANDARD
Requesting Service: SUPPLY
Substation:
Requestor: IFUSER,SIX                Requestor's Phone #: 501-555-1655
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
    IFVENDOR,ONE                             000000000         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
    IFVENDOR,ONE                               000000000           2
    IFVENDOR,TWO                               000000000           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.

```
          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: IFUSER,SIX                Priority: STANDARD
Requesting Service: SUPPLY
Substation:
Contact: IFUSER,SIX                    Requestor's Phone #: 501-555-1655
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
    IFVENDOR,ONE                               000000000         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

    IFVENDOR,ONE                                 000000000           2

    IFVENDOR,TWO                                 000000000           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

          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 must 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: IFUSER,SIX                Priority: STANDARD
Requesting Service: SUPPLY
Substation:
Requestor: IFUSER,SIX                  Requestor's Phone #: 501-555-1655
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
    IFVENDOR,ONE                                  000000000         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
    IFVENDOR,ONE                                 000000000           2
    IFVENDOR,TWO                                 000000000           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


.
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 an 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.

```
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: IFUSER,SEVEN                  Phone #: 501-555-1202 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:

    IFVENDOR,TWO


Outbound MailMan Msg #: 37527


Message #    3                         Direction: OUTBOUND

Sender's Msg #: 3

Description:

** RFQ Reopening Message **



Official's Name: IFUSER,EIGHT               Phone #: 301-555-3731

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:

    IFVENDOR,TWO


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.

```
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             IFUSER,NINE
                      658-96-RFQ-00077             IFUSER,NINE



          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                                                AUG
1,1996  13:46    PAGE 1

RFQ NBR
                                                          CONTRACTING

                  STATUS                QUOTE DUE         OFFICER

--------------------------------------------------------------------------------


658-96-RFQ-00056  INCOMPLETE

658-96-RFQ-00060  INCOMPLETE                              IFUSER,TEN

658-96-RFQ-00082  INCOMPLETE                              IFUSER,FOUR

658-96-RFQ-00083  INCOMPLETE

658-96-RFQ-00084  INCOMPLETE

658-96-RFQ-00085  INCOMPLETE            JUN 22,1996  16:30  IFUSER,TWO

658-96-RFQ-00086  INCOMPLETE

658-96-RFQ-00052  PENDING QUOTES        AUG  4,1996  16:30  IFUSER,SEVEN

658-96-RFQ-00079  PENDING QUOTES        AUG  6,1996  16:30  IFUSER,SIX

658-96-RFQ-00080  PENDING QUOTES        AUG  6,1996  16:30  IFUSER,SIX

658-96-RFQ-00081  PENDING QUOTES        AUG  6,1996  16:30  IFUSER,SIX

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

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 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.

```
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: IFUSER,SEVEN              Priority: STANDARD
Requesting Service: SUPPLY
Substation:
Requestor: IFUSER,TWO                  Requestor's Phone #: 501 555 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: IFUSER/MY OFFICE
Primary 2237: 658-96-3-035-0226        Set Aside: NO
FCP: 035 SUPPLY OFFICE SUPPLIES
Solicited Vendors:
    Name                                        Dun & Bradstreet  Method
    IFVENDOR,THREE                                                MANUAL
    IFVENDOR,TWO                                000000000         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: IFUSER,EIGHT                        Phone #: 301-555-3731
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:
    IFVENDOR,TWO

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 an RFQ.
Complete Quote Evaluation & Award	This option enables the user to assign vendors to items on the RFQ in preparation for the award.
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. A 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. A 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.
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. A 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. A 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. Enter the Federal Supply Classification (FSC) for an item, or the Product Service Code (PSC) for a service. IFCAP might display some additional prompts based on your entry.
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 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 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: IFVENDOR,TWO


     Searching for a Site's Main Vendor File  IFVENDOR,TWO           804 555 2144  NO.
35643
          FMS VENDOR NAME: IFVENDOR
          FMS VENDOR CODE: 21515556
          SPECIAL FACTORS: SSN 000-44-1577
          ORDERING ADDRESS: 205 ANY DRIVE
                            LYNCHBURG, VA 24502


         ...OK? Yes//   (Yes)
  Are you adding 'IFVENDOR,TWO' as a new QUOTES? Y  (Yes)
Vendor's Quote for  658-96-RFQ-00052
Vendor: IFVENDOR,TWO                            Dun #:
Contact: IFVENDOR,TWO                           Tax ID:
Voice Phone #: 804 555 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:                           |
+------------------------------------------------------------------------------+
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

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 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
```

4.3.3.3 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: IFUSER,ONE

                         Size           Unit of   Unit      Extended
Vendor    Flags          Status    Qty  Issue     Price     Price     FOB  #MSGS
-------------------------------------------------------------------------------


          LINE ITEM # 1


DELL COMPUTER                      2    EACH     149.50       297.00  O
          F,LI,M,V
IFVENDOR,TWO             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: IFUSER,ONE


                         Size           Unit of   Unit      Extended

Vendor    Flags          Status    Qty  Issue     Price     Price     FOB  #MSGS

--------------------------------------------------------------------------------

IFVENDOR,TWO             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


          LINE ITEM # 3                LAST PRICE 23.45


IFVENDOR,TWO             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.

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

```
Select REQUEST FOR QUOTATION RFQ NBR:    658-96-RFQ-00081       KF     PENDING Q
UOTES     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: IFUSER,SIX

                    #Items    Total            Total
Vendor              Quoted    Price     FOB    #Msgs.   Flags
-------------------------------------------------------------------------------
KONICA MEDICAL COR  2       1293.20     D      2        C,M,NDC
IFVENDOR,TWO        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 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:    IFVENDOR,ONE
Do you wish to Browse or Print this quote? BROWSE// PRINT
DEVICE: HOME// LASERDP
Quote from Dun # 000000000 for RFQ #: 658-96-RFQ-00081
                          Date: AUG 02, 1996@14:53:27



Vendor: IFVENDOR,ONE                              Tax ID: 000913997
Voice Phone #: 80O 934 1034 X488                  Fax #:
Contact: ***EDI VENDOR***IFUSER,ELEVEN


Sellers's Ref #: LISATEST-BID-81-1
Quote Contact: IFUSER,TWELVE                  Phone #: 512-555-6463
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.

```
          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 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:    IFVENDOR,ONE

DEVICE: LASERDP    RIGHT MARGIN: 80//

VENDOR LIST                                                                    AUG
2,1996  15:14    PAGE 1

-------------------------------------------------




           DUN & BRADSTREET #: 000000000


NUMBER: 36314                            NAME: IFVENDOR,ONE

  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***IFUSER,ELEVEN

  VENDOR PHONE NUMBER: 80O 555 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: 000000000            TAX ID/SSN: 000913997

  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 #: 000000000

  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.

```
          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: IFUSER,SIX                  Requestor's Phone #: 501-555-1655
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
    IFVENDOR,ONE                                000000000         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 #:
        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: IFUSER,EIGHT                  Date/Time: AUG  1,1996  12:09
RFQ's MailMan Message #:      39610
```

```
Vendors Submitting Quotes:
    Name                                        Dun & Bradstreet    # Items
    IFVENDOR,ONE                                000000000           2
    IFVENDOR,TWO                                000000000           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
          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 an RFQ.

4.3.8.2 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 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: IFUSER,SEVEN                  Phone #: 501-555-1202 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:

    IFVENDOR,TWO
```

```
Outbound MailMan Msg #: 37527


Message #    3                          Direction: OUTBOUND

Sender's Msg #: 3

Description:

** RFQ Reopening Message **



Official's Name: IFUSER,EIGHT               Phone #: 301-555-3731

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:

    IFVENDOR,TWO


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      IFVENDOR,ONE
 2      STUFF,TEST                        1      IFVENDOR,ONE









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

          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

    IFVENDOR,THREE                               000000000         ELECTRONIC

    IFVENDOR,ONE                                 000000000         ELECTRONIC

    IFVENDOR,TWO                                 000000000         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: IFVENDOR,ONE

        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: IFVENDOR,ONE
    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 #:
    Serial #:                               Hazmat Code:
    BOC: 2660 Operating Supplies and Materials
    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
    IFVENDOR,ONE                                000000000           2
    IFVENDOR,ONE                                000000000           2
    IFVENDOR,TWO                                                    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         301-555-0993  NO. 1
         SPECIAL FACTORS:
         ORDERING ADDRESS: 991 MAIN STREET
                           SILVER SPRING, MD 20910

   2               IFAGENT,THREE        EDI VENDOR       703 555-0909  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: IFAGENT,THREE       EDI VENDOR       703 555-0909  NO. 3
         SPECIAL FACTORS:
         ORDERING ADDRESS: 9820 MAIN STREET
                           FAIRFAX, VA 22032

        ...OK? YES//   (YES)
NAME: IFAGENT,THREE//
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: 703 555-0909// 703 555-2525

PROCUREMENT CONTACT PERSON: IFUSER,THIRTEEN// IFUSER,THIRTEEN

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


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 #: 000000000//


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.
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/PSC: 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
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          2025554567  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           2025554567  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
          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.

7. 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.
8. 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.
9. 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.
10. 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.

11. Enter the line item on the 2237 that you want to purchase or enter A for all 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 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.
12. Enter another 2237 transaction number if you like.
13. Enter the Fund Control Point for the purchase if IFCAP prompts you for it.
14. 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.
15. Enter the name of the service that will use the items you are purchasing.
16. Enter the destination of the purchase at the Delivery Location: prompt.
17. Enter where you want the VENDOR to deliver the purchase at the Ship To: prompt.
18. 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.
19. 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.
20. Enter the date that the purchase is due at the Delivery Date: prompt.
21. 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.

22. Edit the estimated shipping and handling charges.
23. 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.
24. Edit the discount terms for prompt payment at the Prompt Pay Type: prompt. Edit your name at the Purchasing/PPM Agent: prompt.
25. Edit whether the purchase order is certified.
26. Edit the line item number of the item on the 2237 that you want to purchase.
27. Edit the item master file number of the item.
28. Edit a description of the item.
29. Edit the quantity of units (boxes, cases, etc.) that you want to purchase.
30. Edit the unit of purchase (boxes, cases, etc.)

31. 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.
32. Edit the cost per unit at the Actual Unit Cost: prompt.
33. Edit the minimum number of units you can order per shipping package at the Packaging Multiple: prompt.
34. 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.
35. Edit the factor that you use to convert the SKU to the unit of purchase at the Unit Conversion Factor: prompt.
36. Edit the stock number supplied by the vendor for the item.
37. Edit the national stock number (NSN).
38. Enter the Federal Supply Classification (FSC) for an item, or the Product Service Code (PSC) for a service. IFCAP might display some additional prompts based on your entry.
39. At the Contract: prompt, enter a contract number if the purchase price and vendor is established by a purchasing contract with that vendor.
40. 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.
41. 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 the delivery dates equals the total number of items you are ordering.
42. Enter another line item number if you like.
43. 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.
44. Enter comments if you like.
45. 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.
46. 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.
47. Enter the type of prompt payment discount at the Prompt Pay Type: prompt.
48. Enter the amount of days that the payment should 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.

49. 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.
50. Review the purchase order if you like.
51. 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
52. 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     IFVENDOR,ONE

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: IFVENDOR,ONE//

  PAYMENT ADDRESS1: 411 NEWARK POMPTON TPK  Replace

  PAYMENT ADDRESS2:

  PAYMENT CITY: NEWARK//

  PAYMENT STATE: NEW JERSEY//

  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
   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

  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:  IFVENDOR,ONE                           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
         80O 555 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:                  |  IFUSER,EIGHT
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
          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:
```

Chapter 5. Monitor the Status of 2237s, POs, 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.

```
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:
```

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.

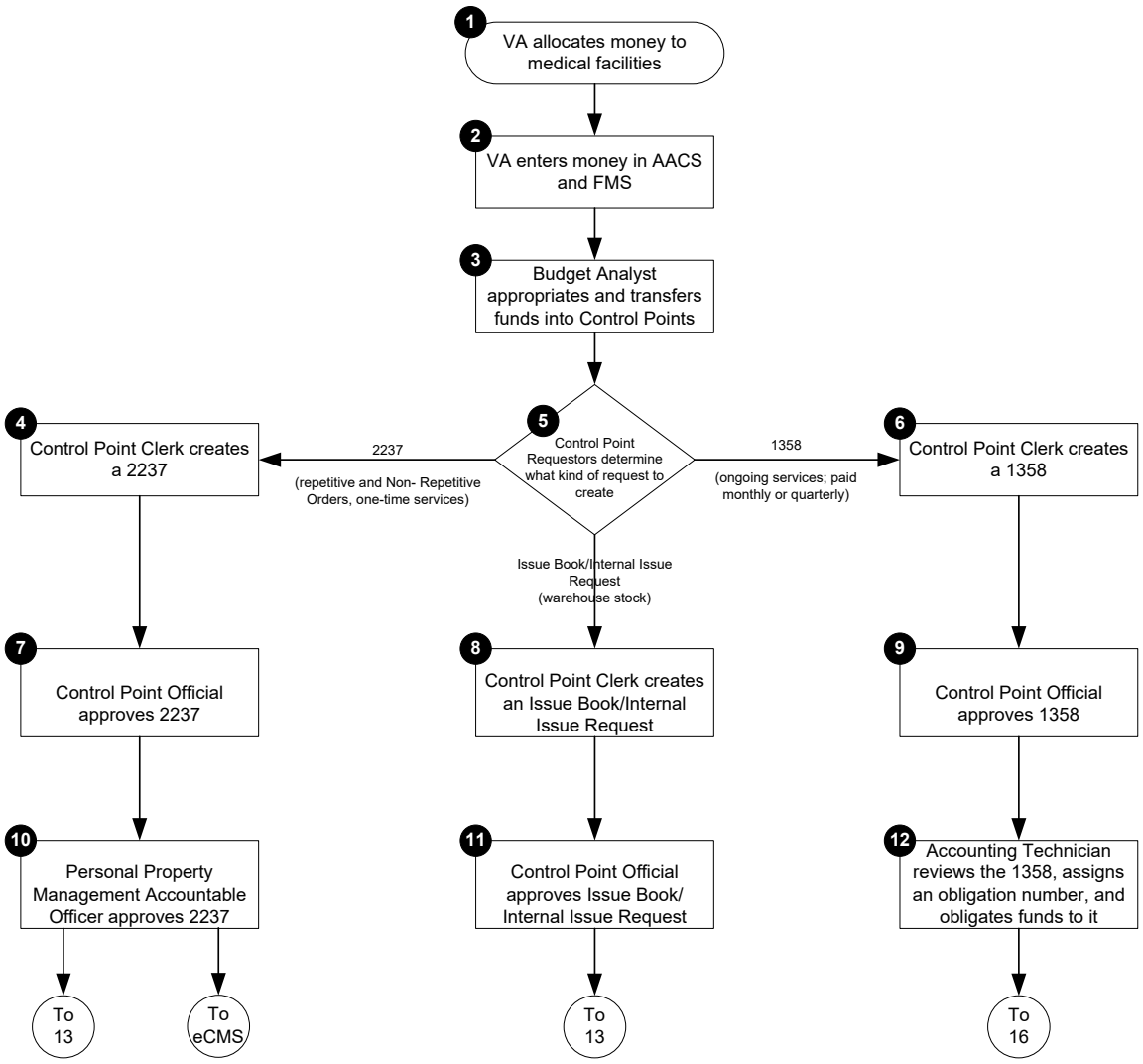
Status of Request, Transaction, or Purchase Order	The request is pending action at node number
Assigned to PPM Clerk	17
Assigned to Purchasing Agent	19
Awaiting Payment	37 through 42, depending on order
Cancelled – 1358	Rejected at 6. Start from scratch.
Cancelled	Either the Control Point User cancelled the IFCAP 2237 request, or the Contracting Officer in eCMS cancelled the 2237 that was sent to eCMS for processing.
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.

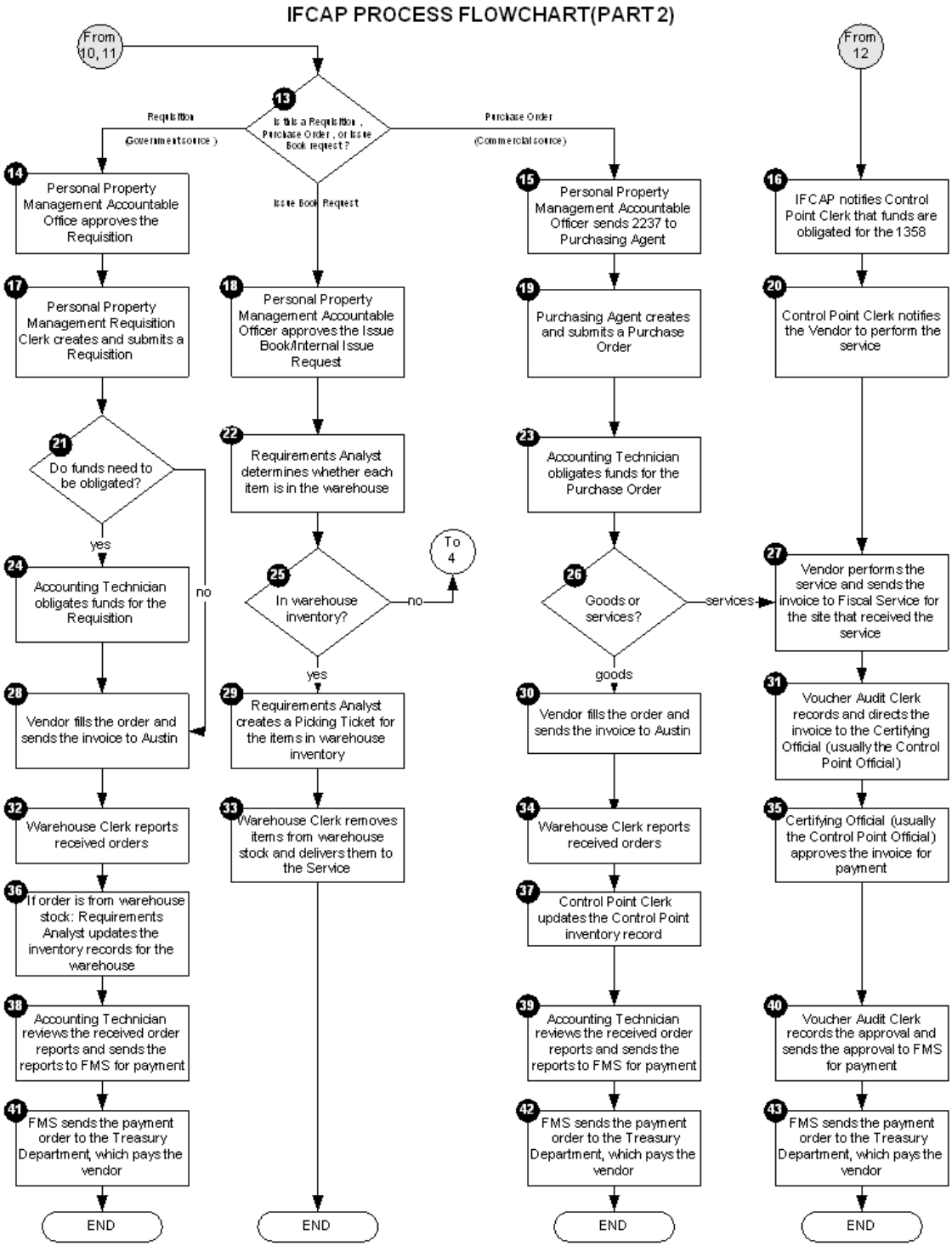
Status of Request, Transaction, or Purchase Order	The request is pending action at node number
Ordered (No Fiscal Action Required)	30. This status means that funds are not obligated for this type of Purchase Order, so it skipped node 23.
Ordered and Obligated	28 or 30. Talk to the vendor.
Ordered and 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.

Status of Request, Transaction, or Purchase Order	The request is pending action at node number
Request Clarification by Service for P&C	19
Returned to Accountable Officer by eCMS (P&C)	Pending Accountable Officer Signature. 2237 is not expected to be returned to eCMS.
Returned to Service by eCMS (P&C)	Currently at 4. Ask the Contracting Officer why they returned it, if the explanation is not in the Return to Service Comments: line on the request. CP User is expected to Edit and Reapprove the 2237. Accountable Office is expected to process and Send to eCMS again.
Returned to Service by P&C	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 eCMS (P&C)	Accountable Officer has sent the 2237 to the electronic Contract Management System (eCMS) for processing.
To IFCAP Ordering Officer	19

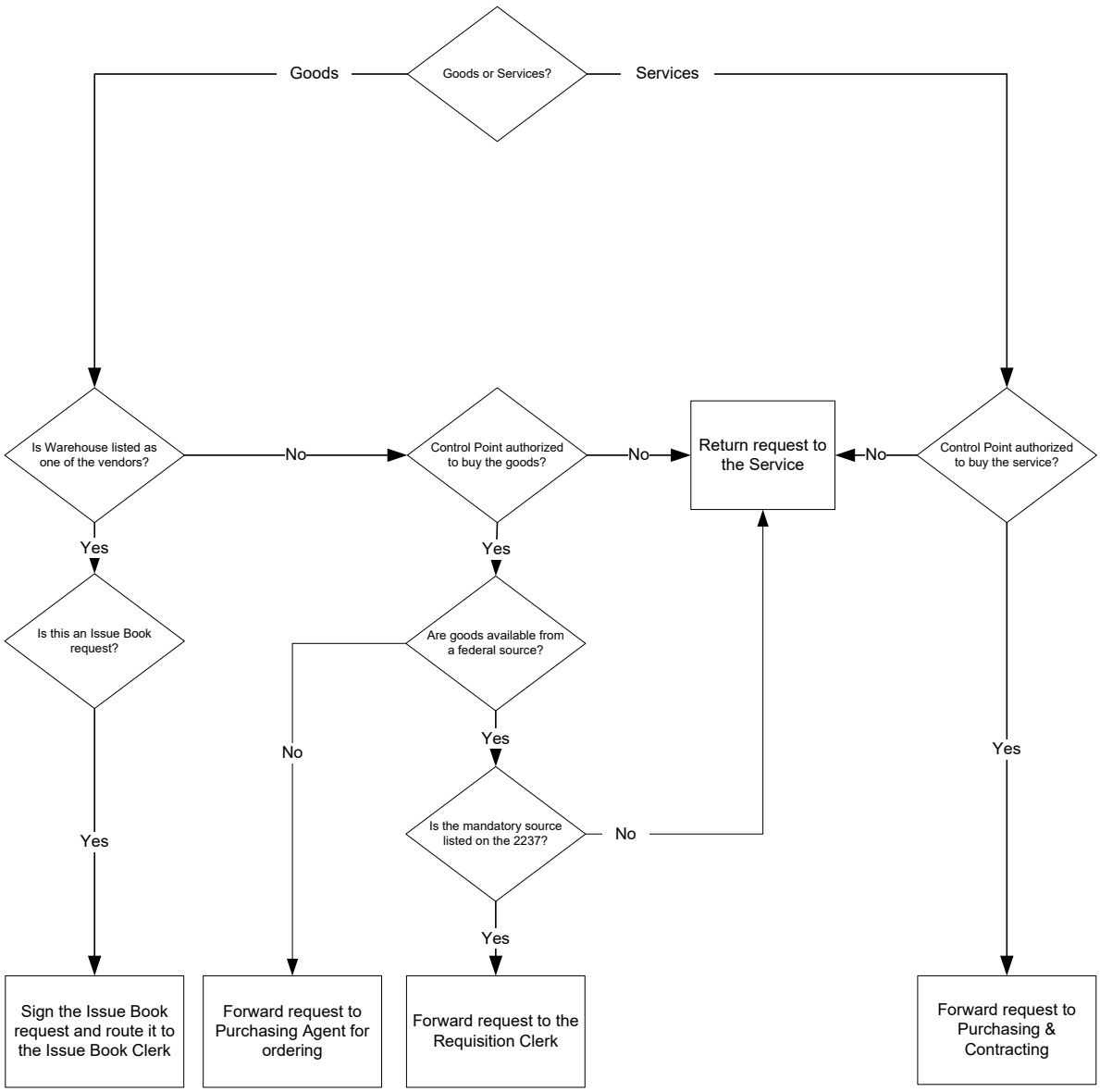
Status of Request, Transaction, or Purchase Order	The request is pending action at node number
Transaction Complete	Certified Purchase Orders: your request could be at 30, 33, 36, 38, 41 or END; All other requests: 40, 41, 42 or END.
Transaction Complete (Amended)	Same as above, just that the Purchasing Agent amended the Purchase Order.

IFCAP PROCESS FLOWCHART (PART 1)




IFCAP PROCESS FLOWCHART(PART 2)
From 10, 11
From 12
13 Is this a Requisition, Purchase Order, or Issue Book request?
Requisition (Government source)
Issue Book Request
Purchase Order (Commercial source)
14 Personal Property Management Accountable Office approves the Requisition
15 Personal Property Management Accountable Officer sends 2237 to Purchasing Agent
16 IFCAP notifies Control Point Clerk that funds are obligated for the 1358
17 Personal Property Management Requisition Clerk creates and submits a Requisition
18 Personal Property Management Accountable Officer approves the Issue Book/Internal Issue Request
19 Purchasing Agent creates and submits a Purchase Order
20 Control Point Clerk notifies the Vendor to perform the service
21 Do funds need to be obligated?
yes
no
22 Requirements Analyst determines whether each item is in the warehouse
23 Accounting Technician obligates funds for the Purchase Order
24 Accounting Technician obligates funds for the Requisition
25 In warehouse inventory?
no
To 4
yes
26 Goods or services?
services
goods
27 Vendor performs the service and sends the invoice to Fiscal Service for the site that received the service
28 Vendor fills the order and sends the invoice to Austin
29 Requirements Analyst creates a Picking Ticket for the items in warehouse inventory
30 Vendor fills the order and sends the invoice to Austin
31 Voucher Audit Clerk records and directs the invoice to the Certifying Official (usually the Control Point Official)
32 Warehouse Clerk reports received orders
33 Warehouse Clerk removes items from warehouse stock and delivers them to the Service
34 Warehouse Clerk reports received orders
35 Certifying Official (usually the Control Point Official) approves the invoice for payment
36 If order is from warehouse stock: Requirements Analyst updates the inventory records for the warehouse
37 Control Point Clerk updates the Control Point inventory record
38 Accounting Technician reviews the received order reports and sends the reports to FMS for payment
39 Accounting Technician reviews the received order reports and sends the reports to FMS for payment
40 Voucher Audit Clerk records the approval and sends the approval to FMS for payment
41 FMS sends the payment order to the Treasury Department, which pays the vendor
42 FMS sends the payment order to the Treasury Department, which pays the vendor
43 FMS sends the payment order to the Treasury Department, which pays the vendor
END
END
END
END

IFCAP PROCESS FLOWCHART (PART 3)



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.
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 shippment.
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 IFVENDOR,ONE                         7/24/1996

2   658-A62668               POA IFVENDOR,ONE                         7/31/1996

3   658-A62657               POA IFVENDOR,ONE                         7/24/1996

4   658-A62659               POA IFVENDOR,ONE                         7/24/1996

5   658-A62656               POA IFVENDOR,TWO                         7/22/1996

6   658-P68040               ACT IFVENDOR,THREE                       7/29/1996

7   658-96-RFQ-00073     1   ACT IFVENDOR,FOUR                        7/22/1996

8   658-96-RFQ-00073     1   ACT IFVENDOR,FIVE                        7/22/1996

9   658-96-RFQ-00076     1   ACT IFVENDOR,SIX                         7/22/1996

10  658-96-RFQ-00076     1   ACT IFVENDOR,FOUR                        7/22/1996

11  658-96-RFQ-00077     1   ACT IFVENDOR,SEVEN                       7/22/1996

12  658-96-RFQ-00077     1   ACT IFVENDOR,FOUR                        7/22/1996

13  658-96-RFQ-00078     O   ACT IFVENDOR,THREE                       7/22/1996

14  658-96-RFQ-00078     O   ACT IFVENDOR,SIX                         7/22/1996

+         Enter ?? for more actions

RR  Reconcilliation 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  DOCUMENT #               TRANSACTION            AUSTIN ACCEPTANCE
TYPE                               DATE                       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 vondor associatioed 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


                                                        >>>> PRJ EXCEPTIONS <<<<

 REFERENCE #          VENDOR ID     DATE/TIME PROCESSED    INCORRECT SEGMENT

  INCORRECT FIELD             LINE#   DESC-LINE#  DE-SEQ#     CO-SEQ#    SEQ #

    FIELD CONTENTS

688-A61097           1234ABCD      8/12/96@10:36:57            VE

  VENDOR ID                                                                EDI/RFQ
Reports

    1234ABCD

    Reject Reason Code: Invalid vendor identification number.

 688-A61096           TESTING1234   8/12/96@10:40:28            IT

  VEN PRODUCT NO                                                           4

    Reject Reason Code: Invalid data.  Contact EDI Help Desk.

 688-G60133           1232AWER      8/12/96@11:09:34            IT

  VEN PRODUCT NO                                                           17

    Reject Reason Code: Invalid data.  Contact EDI Help Desk.
```

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).]

```
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
```

5.4 Outstanding 2237s

This option prints a listing of the 2237 requests that are pending Logistics action.

```
Select Purchasing Agent Option: Management Reports Menu

Select Statistics Menu Option: outstanding 2237s

DEVICE:   {this can be a very lengthy report]



OUTSTANDING 2237 REPORT                        AUG  6,2013  11:55    PAGE 75


2237 NUMBER         STATUS                           PRIORITY

 DATE CPO APPROVED     DATE ASSIGNED TO PA                        AMOUNT

--------------------------------------------------------------------------------


    DATE REQUIRED: AUG 10,2013

688-13-4-023-0024   To IFCAP Ordering Officer           SP

 JUL 26,2013                                                     294.11


    DATE REQUIRED: AUG 23,2013

500-13-4-200-0007   Sent to eCMS (P&C)                  ST

 JUL 24,2013                                                     111.05


    DATE REQUIRED: SEP 27,2013

688-13-4-200-0017   Sent to eCMS (P&C)                  ST

 JUL 29,2013                                                      19.89


OUTSTANDING 2237 REPORT                        AUG  6,2013  11:55    PAGE 76


2237 NUMBER         STATUS                           PRIORITY

 DATE CPO APPROVED     DATE ASSIGNED TO PA                        AMOUNT

--------------------------------------------------------------------------------

    DATE REQUIRED: OCT  1,2013

662-14-1-081-0001   Sent to eCMS (P&C)                  ST
```

```
 JUN 24,2013                                                    2100.00
                                                              ---------
SUBTOTAL                                                      2272048.37
                         PURCHASING AGENT: PA,ONE


    DATE REQUIRED: JUL 16,2012
688-12-4-333-0045   Assigned to Purchasing Agent        ST
 JUL  2,2012            OCT 19,2012  13:58                         10.50
                                                              ---------
SUBTOTAL                                                          10.50
                       PURCHASING AGENT: PA,TWO


    DATE REQUIRED: JAN 25,2013
688-13-2-110-0009   Sent to eCMS (P&C)                  ST
 JAN 15,2013            JAN 15,2013  18:29                         50.00
                                                              ---------
```

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 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  IFAGENT,THREE   TEST ITEM
#11

   688-94-2-101-0035   Assigned to Purchasing Agent   OBL  IFAGENT,THREE   TEST ITEM
#10

   688-94-2-110-0010   Held in P&C Pending Return of Quotations   OBL  IFAGENT,THREE
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  IFAGENT,THREE   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:

   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 should 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

ed)

             FCP: 1102     $ 173.00

     Adjustment number: 3

      Do you wish to continue? YES//   (YES)

  EFFECTIVE DATE: T  (JUL 28, 1994)

  PURCHASING/PPM AGENT: IFUSER,EIGHT

  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:  IFUSER,EIGHT



     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/EIGHT IFUSER  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:
```

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Chapter 8. Maintaining Records of Vendors, Items and Manufacturers

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. (Security Key: PRCHITEM MASTER required to edit items with a National Item File (NIF) number. Security Key: PRCHITEM SUPER required to edit Med/Surg Prime vendor (MSPV) items, which have numbers above 19,999,999.) Holders of PRCHITEM SUPER can also edit items with NIF numbers in the lower Internal Entry Number (IEN) range, so they don't have to be assigned PRCHITEM MASTER, as well.

```
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 <TEST ACCOUNT> 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

          Load Items From Host File

          Manufacturer Bulk Load

          Manufacturer Display

          Manufacturer File Edit

          Setup AR selected vendors


Select P&C Utilities Menu <TEST ACCOUNT> 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 NIF Item Number.
5. Edit the federal supply classification (FSC).
6. Edit the national stock number (NSN) and the date the national stock number was verified.
7. Edit the item name code (INC).
8. Edit the manufacturer.
9. Edit the manufacturer's part number.
10. Edit the source manufacturing number.
11. Edit the stock-keeping unit of measure (SKU).
12. Edit the vendor.
13. Edit the unit of purchase.
14. Edit the unit cost.
15. Edit the packaging multiple.
16. Edit the unit conversion factor.
17. Edit the contract.

18. Edit the vendor stock number.
19. Edit the source vendor stock number.
20. Edit the minimum and maximum order quantity.
21. Edit the required order multiple.
22. Edit the mandatory source.
23. Edit the budget object code (BOC).
24. Edit the fund control point.
25. 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.
26. 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:


   20009318        TAPE,MEDICAL,PAPER,2IN X 10YD,MICROPORE,HYPOALLERGENIC,WHT

  NIF#9318

   20013111        BANDAGE,GAUZE,2 1/4IN X 3YD,STER,6-PLY,ROLLED,SM,DISP           NIF
#13111

   20013175        SUTURE,SURGIPRO,BLU MONO,SZ 0,L 30IN,W/C-17,STER     NIF#13175

Select ITEM MASTER NUMBER: 20009318       TAPE,MEDICAL,PAPER,2IN X
10YD,MICROPORE,HYPOALLERGENIC,WHT     NIF#9318

SHORT DESCRIPTION: TAPE,MEDICAL,PAPER,2IN X 10YD,MICROPORE,HYPOALLERGENIC,WHT

           Replace

DESCRIPTION:

  1>TAPE,MEDICAL,PAPER,2 INCH X 10 YARD,MICROPORE,HYPOALLERGENIC,WHITE,LATEX-FREE,

  2>POROUS,ADHESIVE,NON-STERILE

EDIT Option:

NIF ITEM NUMBER: 9318//

Select SYNONYM: 9318PV//

FSC: 6510//

NSN:

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.

INC: ???

This field lists the Item Name Code for this item.

MANUFACTURER: 3M COMPANY//

MFG PART NO.: ???

This is the Manufacturer's Part Number (#).

MFG PART NO.: 1530-2//

SOURCE MFG PART NO.: MANUFACTURER// ???

        This field indicates from where the editor determined the manufacturer's

        part number for this product.


   Choose from:

   GS1

   HIBCC

   ICCBBA

   MANUFACTURER

   NDC

   NHRIC

   VENDOR


SOURCE MFG PART NO.: MANUFACTURER//

SKU: ???

This is the Stock Keeping Unit of Measure.

CHOOSE FROM:

AM AMPOULE

AT ASSORTMENT

. . . . . .
```

```
CM CENTIMETER

CN CAN

CO CONTAINER

DY        DAY

DZ        DOZEN

EA        EACH

SKU: EA//

Select VENDOR: CARDINAL HEALTH 200, LLC MSPV-NG//

  VENDOR: CARDINAL HEALTH 200, LLC MSPV-NG//

  UNIT OF PURCHASE: BX//

  UNIT COST: 3.68//

  PACKAGING MULTIPLE: 60//

  UNIT CONVERSION FACTOR: 1//

  CONTRACT: VA119-16-D-0005//

  VENDOR STOCK #: ???

   This is the vendor stock number for this item.

  VENDOR STOCK #: M1530-2//

  SOURCE VENDOR STOCK #: VENDOR// ??

        This field indicates from where the editor determined the vendor's stock

        number for this product.


   Choose from:

   GS1

   HIBCC

   ICCBBA

   MANUFACTURER

   NDC

   NHRIC

   VENDOR

  MINIMUM ORDER QTY:

  MAXIMUM ORDER QTY:

  REQUIRED ORDER MULTIPLE:

Select VENDOR:
```

```
MANDATORY SOURCE: cardinal HEALTH 200, LLC MSPV-  CARDINAL HEALTH 200, LLC MSPV-
NG                                                    PH:333 999-3333  NO:950002
ORD ADD:200 MAIN ST                           FMS:
        SALEM, VA 24153                       CODE:             FAX:


         ...OK? Yes//   (Yes)
BOC: 2535 Interior Decorating Services// ???
This is the BOC for the item.
CHOOSE FROM:
1001 Administrative Personnel
1002 Clerical Personnel
• • •
1046 Psychiatry Research Fello
1047 Schizophrenia Research Fe
1048 Ambulatory Care Fellows
BOC: 2632 Other Medical and Dental Supplies//
 Select FCP: ???
688101 688101
Select FCP: 688101
PREFERRED VENDOR: 4 GENERAL SERVICES ADMINISTRATION 2025554567 NO. 4
SPECIAL FACTORS: FEDERAL VENDOR
ORDERING ADDRESS: 12345 HERE ST
WASHINGTON, DC 20045



Select ITEM MASTER NUMBER:
```

8.3 How to Add an Item

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

          Assign a Request to Purchasing Agent

          EDI/RFQ Reports

          Reconciliation Report - Purchase Card

          Request for Quotation Main Menu ...


Select Purchasing Agent <TEST ACCOUNT> 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

          Load Items From Host File

          Manufacturer Bulk Load

          Manufacturer Display

          Manufacturer File Edit

          Setup AR selected vendors


Select P&C Utilities Menu <TEST ACCOUNT> Option: Item 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. 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 NIF Item Number.
5. Edit the federal supply classification (FSC).
6. Edit the national stock number (NSN) and the date the national stock number was verified.
7. Edit the item name code (INC).
8. Edit the manufacturer.
9. Edit the manufacturer's part number.
10. Edit the source manufacturing part number.
11. Edit the stock-keeping unit of measure (SKU).
12. Edit the vendor.
13. Edit the unit of purchase.
14. Edit the unit cost.
15. Edit the packaging multiple.
16. Edit the unit conversion factor.
17. Edit the contract.
18. Edit the vendor stock number.
19. Edit the source vendor stock number.
20. Edit the minimum and maximum order quantity.
21. Edit the required order multiple.
22. Edit the mandatory source.
23. Edit the budget object code (BOC).
24. 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: NEW  □ Type "NEW"
  Are you adding '35793' as a new ITEM MASTER? No// y  (Yes)
SHORT DESCRIPTION: TAPE,MEDICAL,PAPER,2IN X 10YD,MICROPORE,HYPOALLERGENIC,WHT
           Replace
DESCRIPTION:
  1>TAPE,MEDICAL,PAPER,2 INCH X 10 YARD,MICROPORE,HYPOALLERGENIC,WHITE,LATEX-FREE,
  2>POROUS,ADHESIVE,NON-STERILE
EDIT Option:
NIF ITEM NUMBER: 9318//
Select SYNONYM: 9318PV//
FSC: 6510//
NSN:
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.
INC: ???
This field lists the Item Name Code for this item.
MANUFACTURER: 3M COMPANY//
MFG PART NO.: ???
This is the Manufacturer's Part Number (#).
MFG PART NO.: 1530-2//
SOURCE MFG PART NO.: MANUFACTURER// ???
        This field indicates from where the editor determined the manufacturer's
        part number for this product.


   Choose from:
```

```
   GS1
   HIBCC
   ICCBBA
   MANUFACTURER
   NDC
   NHRIC
   VENDOR

SOURCE MFG PART NO.: MANUFACTURER//
SKU: ???
This is the Stock Keeping Unit of Measure.
CHOOSE FROM:
AM AMPOULE
AT ASSORTMENT
• • • • • • •
CM CENTIMETER
CN CAN
CO CONTAINER
DY        DAY
DZ        DOZEN
EA        EACH
SKU: EA//
Select VENDOR: CARDINAL HEALTH 200, LLC MSPV-NG//
  VENDOR: CARDINAL HEALTH 200, LLC MSPV-NG//
  UNIT OF PURCHASE: BX//
  UNIT COST: 3.68//
  PACKAGING MULTIPLE: 60//
  UNIT CONVERSION FACTOR: 1//
  CONTRACT: VA119-16-D-0005//
  VENDOR STOCK #: ???
   This is the vendor stock number for this item.
  VENDOR STOCK #: M1530-2//
  SOURCE VENDOR STOCK #: VENDOR// ??
```

```
        This field indicates from where the editor determined the vendor's stock
        number for this product.

   Choose from:
   GS1
   HIBCC
   ICCBBA
   MANUFACTURER
   NDC
   NHRIC
   VENDOR
  MINIMUM ORDER QTY:
  MAXIMUM ORDER QTY:
  REQUIRED ORDER MULTIPLE:
Select VENDOR:
MANDATORY SOURCE: cardinal HEALTH 200, LLC MSPV-  CARDINAL HEALTH 200, LLC MSPV-
NG                                                    PH:333 999-3333  NO:950002
ORD ADD:200 MAIN ST                           FMS:
        SALEM, VA 24153                       CODE:             FAX:

         ...OK? Yes//   (Yes)
BOC: 2535 Interior Decorating Services// ???
This is the BOC for the item.
CHOOSE FROM:
1001 Administrative Personnel
1002 Clerical Personnel
• • •
1046 Psychiatry Research Fello
1047 Schizophrenia Research Fe
1048 Ambulatory Care Fellows
BOC: 2632 Other Medical and Dental Supplies//

Select ITEM MASTER NUMBER
```

8.4 How to Load Medical/Surgical Prime Vendor-Next Generation (MSPV-NG) Items from Host File from the National Item File (NIF), also referred to as the NIF IMF Interface

8.4.1 Menu Path

1. Select P&C Utilities Menu from the Purchasing Menu.
2. Select Load Items From Host File from the P&C Utilities Menu. The PRCHITEM SUPER security key is required.

```
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 ...


Select Purchasing Agent <TEST ACCOUNT> 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

          Load Items From Host File

          Manufacturer Bulk Load

          Manufacturer Display

          Manufacturer File Edit

          Setup AR selected vendors


Select P&C Utilities Menu <TEST ACCOUNT> Option: Load Items From Host File
```

8.4.2 Prompts

1. Enter the file's directory: (Enter the name of the directory where the host item file was placed.)

2. Enter file name: (Enter the host item file name with any file extension, including version number if appropriate.)
3. Do want to queue the item load? YES// (You may queue the item load or hit enter to load now.)
4. Requested Start Time: NOW// (Hit enter to load the item file now.)

   Task #=206904 (The task number will appear.)

<DONE> The item load in foreground is completed when you see “DONE”. If you are queuing the load, then it means you have completed tasking the job which will run at your specified date and time.

8.4.3 Item Master File (IMF) fields updated by NIF IMF Interface are the following:

Budget Object Code
Description – Long
Drug Type Code
Federal Supply Classification
SKU
Manufacturer
MFG PART NO
Mfg Part Number Source
NIF Item Number
IMF Number
Description, Short
Synonym
Vendor Name
Vendor Contract
National Drug Code
Packaging Multiple (Vendor)
Minimum Order Quantity (Vendor)
Maximum Order Quantity (Vendor)
Required Order Multiple (Vendor)
Unit Conversion Factor (Vendor)
Unit Cost (Vendor)
Unit of Purchase (Vendor)
Vendor Stock Number
Stock Number Source
NIF Update Date (Date when the item was most recently updated in the NIF)
Date Updated by NIF (IFCAP only - automatically populated with the date when the item entry’s data is filed in IFCAP’s Item Master file.)

8.5 Automated Medical/Surgical Prime Vendor-Next Generation

(MSPV-NG) Item Interface from the National Item File (NIF)

In background, there is the creation and update of MSPV standardized items via e-mail delivery to each IFCAP instance. This requires no action from the IFCAP user, other than to review the error and record processing e-mail messages generated from the automated item load and take any necessary action. These messages are sent locally to the ISM mail group and centrally to the NIF Maintenance Office.

The IMF fields updated by the NIF Automated Interface are the same fields listed above in section 8.4.3, IMF fields Updated by the NIF IMF Interface.

Statistics of the number of items processed and the number of items updated are reported back to the NIF Maintenance Office mail group. Filing exceptions are also reported to that mail group, as well as, to the local Integrated Supply Management (ISM) mail group of that VistA instance.
Sample e-mail messages reporting filing exceptions and statistics are shown below.

```
Subj: Stn 688 Errors NIF/IFCAP 832 Txn ICN 000123548 Msg #1 of 1  [#453674]
01/26/17@22:34  2 lines
From: POSTMASTER  In 'IN' basket.   Page 1
-------------------------------------------------------------------------------
ST #000001270 Line #1 IMF #20000002: The value 'Santa's Special Shop' for field
 MANUFACTURER in file ITEM MASTER is not valid.
ST #000001270 Line #2 IMF #22000003 BOC 7777 does not exist in file #420.2.

Enter message action (in IN basket): Ignore//


Subj: Stn 688 Statistics NIF/IFCAP 832 Txn ICN 000123548  [#453675]
01/26/17@22:34  2 lines
From: POSTMASTER  In 'IN' basket.   Page 1
-------------------------------------------------------------------------------
Transaction Item Lines Processed: 6
Item Master File entries updated: 6

Enter message action (in IN basket): Ignore//
```

8.6 How to Add a Vendor or Edit Vendor Information

8.6.1 Menu Path

1. Select P&C Utilities Menu from the Purchasing Agent Menu.
2. Select Vendor File Edit from the P&C Utilities Menu. The security key: `PRCHVEN` is required to edit vendor numbers above 949,999, which are MSPV.

```
          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

          Load Items From Host File

          Manufacturer Bulk Load

          Manufacturer File Edit

          Setup AR selected vendors


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

8.6.2 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               IFVENDOR,ONE      301-555-0993  NO. 1
         SPECIAL FACTORS:
         ORDERING ADDRESS: 991 MAIN STREET
                           SILVER SPRING, MD 20910

   2               IFAGENT,THREE     EDI VENDOR       703 555-0909  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: IFAGENT,THREE         EDI VENDOR       703 555-0909  NO. 3
         SPECIAL FACTORS:
         ORDERING ADDRESS: 9820 MAIN STREET
                           FAIRFAX, VA 22032

        ...OK? YES//   (YES)
NAME: IFAGENT,THREE//
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: 703 555-0909// 703 555-2525

PROCUREMENT CONTACT PERSON: IFUSER,THIRTEEN// IFUSER,Fourteen

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


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 #: 000000000//

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:
```

8.7 How to Add a Manufacturer or Edit Manufacturer Information

8.7.1 Menu Path

1. Select P&C Utilities Menu from the Purchasing Agent Menu.
2. Select Manufacturer File Edit from the P&C Utilities Menu. (Security Key: `PRCHITEM SUPER`)

```
Select Purchase Orders Menu <TEST ACCOUNT> 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

                Load Items From Host File

                Manufacturer Bulk Load

                Manufacturer Display

                Manufacturer File Edit

                Setup AR selected vendors


Select P&C Utilities Menu <TEST ACCOUNT> Option: Manufacturer File Edit
```

8.7.2 Prompts

The contents of the Manufacturer file are maintained by the NIF Office. Any adds/edits/corrections to this file MUST be coordinated between the site AND the NIF Office. This is a standardized file utilized by all facilities. In the event an entry needs to be added/changed/corrected, please follow the steps below.

1. Enter the name of the manufacturer you wish to add or edit. If you want to edit an existing manufacturer, but do not know the name, enter as many of the first characters of the manufacturer name that you know. If you do not know the name at all, enter three question marks and IFCAP will list the available manufacturers. If you are adding a new manufacturer, enter the new manufacturer name. When IFCAP asks, 'Are you adding '(Manufacturer Name)' as a new manufacturer?', enter Y.
2. Enter or edit the name of the manufacturer.
3. Enter a DUNS Number for the manufacturer at the DUNS NO. prompt, if one is available.
4. Enter an “I”, “i” or “1” at the INACTIVE prompt, if the manufacturer is inactive, leave blank if the manufacturer is active. To reactivate a manufacturer, enter “@” at the INACTIVE prompt.

5. Enter a caret (^) at the Select MANUFACTURER NAME: prompt to return to the P&C Utilities Menu.

```
Select MANUFACTURER NAME:    3M COMPANY

NAME: 3M COMPANY//

MANUFACTURER ID NUMBER: 266//?

       Type a number between 1 and 999999999, 0 decimal digits.

MANUFACTURER ID NUMBER: 266//

DUNS NO.: 006173082//

INACTIVE: ??

        This field flags an entry as inactive and can be used in fields

        referencing this file to restrict selection of inactive entries.


     Choose from:

       1        INACTIVE

INACTIVE:


Select MANUFACTURER NAME:
```

8.8 How to Display a Manufacturer

8.8.1 Menu Path

1. Select P&C Utilities Menu from the Purchasing Agent Menu.
2. Select Manufacturer Display from the P&C Utilities Menu.

```
Select Purchase Orders Menu 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

          Load Items From Host File

          Manufacturer Bulk Load

          Manufacturer Display

          Manufacturer File Edit

          Setup AR selected vendors


Select P&C Utilities Menu Option: Manufacturer Display
```

8.8.2 Prompts

1. Select P&C Utilities Menu Option: manufacturer display
2. Start with NAME: FIRST//
3. DEVICE: HOME (CRT) Right Margin: 80//

```
MANUFACTURER LIST                                    JUN 26, 2017@10:46   PAGE 1
--------------------------------------------------------------------------------


Manufacturer Name:
3M
  ID Number: 2                 DUNS Number: 791159739         Inactive?: NO
Manufacturer Name:
3M COMPANY
  ID Number: 1                 DUNS Number: 006173082         Inactive?: NO
Manufacturer Name:
3M COMPANY
  ID Number: 4                 DUNS Number: 020090098         Inactive?: Yes
```

8.9 How to Bulk Load Manufacturer File

8.9.1 Menu Path

1. Select P&C Utilities Menu from the Purchasing Agent Menu.
2. Select Manufacturer Bulk Load from the P&C Utilities Menu. (Security Key: `PRCHITEM SUPER`)

```
Select Purchase Orders Menu 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

          Load Items From Host File

          Manufacturer Bulk Load

          Manufacturer Display

          Manufacturer File Edit

          Setup AR selected vendors


Select P&C Utilities Menu Option: Manufacturer Bulk Load
```

8.9.2 Prompts

1. Enter the file's directory: (Enter the name of the directory where the manufacturer file was placed.)
2. Enter file name: (Enter the manufacturer file name with any file extension, including version number if appropriate.)
3. Do want to queue the item load? YES// (You may queue the item load or hit enter to load now.)
4. Requested Start Time: NOW// (Hit enter to load the manufacturer file now.)
   Task #=206904 (The task number will appear.)

   <DONE> (The manufacturer file load in foreground is completed when you see “DONE”. If you are queuing the load, then it means you have completed tasking the job which will run at your specified date and time.)

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.

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Chapter 10. The Logistics Data Query Tool

The Logistics Data Query Tool is designed to assist Chief Logistics Officers; Materiel Managers; Purchasing Agents; and members of the Facility Logistics Staff (including Inventory Managers; Supply, Processing, and Distribution (SPD) Technicians; Management Analysts; Warehouse Clerks; or Supply System Analysts). The Query Tool can be used to quickly access, analyze and verify IFCAP and Prosthetics procurement data and display it using a graphical user interface to the VistA data. You can sign-on to VistA, find data, view the data, or easily move the data into a Microsoft® Excel® spreadsheet.

The Query Tool is a Windows software application that acts as a "front-end" to enable you to more easily find, display, and export VistA data. The Query Tool is an alternative to the VA FileMan utility program which has traditionally been used to look directly at the MUMPS globals (files) which store VistA data. The Query Tool enables you to…

- Search for data and display data by a range of dates
- Sort and rearrange the view of the data; display the data in a custom view
- Export the data into a Microsoft Excel spreadsheet file

Information on what the Query Tool can do for you can be found in the Logistics Data Query Tool User Manual XE "Logistics Data Query Tool.

The Logistics Data Query Tool User Manual is available online at…

http://www.va.gov/vdl/application.asp?appid=42.

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Chapter 11. 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.

11.1 Error Messages

The errors listed in Table 11-1 are error codes or messages that you or users may encounter when entering delivery orders, purchase orders, or purchase card orders. The errors are listed alphabetically by error code. You or the user may can resolve some of the problems, and in other instances the assistance of IRM staff may be required.

If neither the user nor you can resolve the problem, record the error code and message and immediately report the error to IRM staff.

Table 11-1. Error Messages

Error Code	Error Message	Reason
NAUC^<LIN>	No actual unit cost for this ITEM.	There is no Actual Unit Cost entry for the Line Item Number (<LIN>) in the Procurement & Accounting Transactions (#442) file.
NCNO^<LIN>	This order requires a contract number but none was entered for this item.	The order is a Direct Order, but there is no contract number entered for this Line Item Number (<LIN>) in the Procurement & Accounting Transactions (#442) file.
NDD	No delivery date for this P.O. in file 442.	There is no Delivery Date in the Procurement & Accounting Transactions (#442) file.
NDP0	No record for direct delivery patient pointer.	The DIRECT DELIVERY PATIENT entered in the Procurement & Accounting Transactions (#442) file for this purchase order cannot be found in the Direct Delivery Patients (#440.2) file.
NES		There is no Electronic Signature entry in the Procurement & Accounting Transactions (#442) file.
NFT0^<SITE>	No entry in file 411.2 for facility type pointer from file 411.	There is no entry in the FACILITY TYPE (# 411.2) file for the Facility Type field of the Admin Activity Site Parameter (# 411) file.
NFT^<SITE>	No facility type pointer for site in file 411.	The Admin. Activity Site Parameter (#411) file has no entry in it.

Error Code	Error Message	Reason
NI2N^<ITEM>	No contract number for item on this P.O.	There are no ITEMS listed under the Item multiple in the Procurement & Accounting Transactions (#442) file.
NMIC	No mail invoice city in file 411.	The city listed for MAIL INVOICE could not be found in the Admin. Activity Site Parameter (#411) file.
NMIL	MAIL INVOICE LOCATION information in file 411 missing.	The location for MAIL INVOICE could not be found in the Admin. Activity Site Parameter (#411) file.
NMIS	No state file pointer in file 411.	No MAIL INVOICE STATE pointer in the Admin. Activity Site Parameter (#411) file.
NMIZ	No mail invoice ZIP CODE entry in file 411.	No MAIL INVOICE ZIP CODE in the Admin. Activity Site Parameter (#411) file.
NNET	No NET amount entry for this P.O.	There is no Net Amount entry in the Procurement & Accounting Transactions (#442) file.
NOPR	No PROPOSAL entry in file 442 for this P.O.	There is no PROPOSAL entry in the Procurement & Accounting Transactions (#442) file.
NOPT	No patient file entry for direct delivery patient pointer.	There is no entry in the Patient (#2) file matching the Direct Delivery Patient entered for this P.O. in the Procurement & Accounting Transactions (#442) file.
NP12	No node 12 in file 442 for this P.O.	No ELECTRONIC SIGNATURE in the Procurement & Accounting Transactions (#442) file.
NP12	INVOICE ADDRESS pointer is missing.	No INVOICE ADDRESS in the Procurement & Accounting Transactions (#442) file.
NPH	No phone number for this A&MM user in the person file.	The New Person (#200) file does not have a phone number listed for this A&MM user.
NPH	No phone number for this PPM in the person file.	The New Person (#200) file does not have a phone number listed for this PPM.
NPHN	No phone number node in the person file for this A&MM user.	The New Person (#200) file does not have a phone number node for this A&MM user.
NPIA	Invoice address missing.	There is no INVOICE ADDRESS in node 12 in the Procurement & Accounting Transactions (#442) file.

Error Code	Error Message	Reason
NPO0	Zero node of record missing. Unable to check further.	No Procurement & Accounting Transactions (#442) file entry exists.
NPO1	Node 1 missing in record.	No VENDOR, SHIP TO or ACCOUNTING information found for the Procurement & Accounting Transactions (#442) file record.
NPOD	No purchase order date in file 442 for this P.O.	There is no PURCHASE ORDER DATE in the Procurement & Accounting Transactions (#442) file.
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 (#442) file.
NPPT	No prompt payment terms entered in P.O.	There are no PROMPT PAYMENT TERMS entries in the Procurement & Accounting Transactions (#442) file.
NQTY^<LIN>	No quantity listed for this ITEM.	There is no QUANTITY listed for the Line Item Number (<LIN>) in the Procurement & Accounting Transactions (#442) file.
NRL	No receiving location node in file 411.	No RECEIVING LOCATION node in the Admin. Activity Site Parameter (#411) file.
NSC	No Source Code for type of order for this P.O.	No SOURCE CODE entry in the Procurement & Accounting Transactions (#442) file.
NSIT	No site entry in file 442.	No SITE entry in the Procurement & Accounting Transactions (#442) file.
NSP0^<SITE>	No SITE information in file 411.	No FACILITY TYPE pointer in the Admin. Activity Site Parameter (#411) file that matches SITE in the Procurement & Accounting Transactions (#442) file.
NST0	No record in the state file	No STATE entry in the State (#5) file for Vendor Address State pointer in Vendor file.
NSTA	Abbreviation missing in state file entry.	No Abbreviation in the STATE file.
NSTA	No Abbreviation in State file.	There is no Abbreviation in the STATE file for this state.
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 the Admin. Activity Site Parameter (#411) file.

Error Code	Error Message	Reason
NSTP	No Vendor Address pointer to the State file.	No VENDOR ADDRESS State file pointer in the Vendor (#440) file.
NSTS	There is no Ship To suffix for receiving location for this EDI P.O.	The SHIP TO entry for this purchase order in the Procurement & Accounting Transactions (#442) file cannot be found in the Admin. Activity Site Parameter (#411) file (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 the Receiving Location multiple in the Admin. Activity Site Parameter (#411) 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 Line Item Number (<LIN>) in the Procurement & Accounting Transactions (#442) file.
NUOP^<LIN>	No unit of purchase pointer for this ITEM.	No Unit of Purchase pointer entered for the Line Item Number (<LIN>) in the Procurement & Accounting Transactions (#442) 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 Line Item Number (<LIN>) in the Procurement & Accounting Transactions (#442) file.
NV0	No vendor record found in vendor file.	No Vendor (#440) file entry for the Vendor pointer from the Procurement & Accounting Transactions (#442) file.
NVID	Missing a vendor ID number for an EDI vendor.	There is no Vendor ID Number for an EDI Vendor in the Vendor (#440) file.

Chapter 12. 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
    Load Items From Host File
    Manufacturer Bulk Load
    Manufacturer Display
```

```
    Manufacturer File Edit
    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
        Print Obligated 1358s
    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
EDI/RFQ Reports
Request for Quotation Main Menu
    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
    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
```

Chapter 13. Glossary

0-9	
Term	**Definition / Discussion**
1358	VA Form 1358, *Estimated 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) (continuation sheet for Form 90-2138)
2237	VA Form 90-2237, *Request, Turn-in and Receipt for Property or Services* (used to request goods and services)

A	
Term	**Definition / Discussion**
A&MM	*See* **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.
Acquisition and Materiel Management (Service) (A&MM)	VA Service responsible for contracting and for overseeing the acquisition, storage, and distribution of supplies, services, and equipment used by VA facilities
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.
AITC	The Austin Information Technology Center located in Austin, Tx.
Agent Cashier	The person in Fiscal Service (often physically located elsewhere) who makes or receives payments on debtor accounts and issues official receipts.

A	
Term	**Definition / Discussion**
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.
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 another 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.

B	
Term	**Definition / Discussion**
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.).

B	
Term	**Definition / Discussion**
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.

C	
Term	**Definition / Discussion**
CC	Credit Charge entry identifier used by FMS and CCS for charges paid to Vendor thru Credit Card payment process.
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.
Ceiling Transactions	Funding distributed from Fiscal Service to IFCAP Control Points for spending. The Budget Analyst initiates these transactions using the Funds Distribution options.
Chief Logistics Office (CLO)	The Chief Logistics Office (CLO) develops and fosters logistics best practices for the Veterans Health Administration. Through the VHA Acquisition Board the CLO develops the annual VHA Acquisition plan that forms the basis for VHA's acquisition strategy. This strategy seeks to procure high quality health care products and services in the most cost-effective manner. This includes the attainment of socio-economic procurement goals. The CLO also develops and implements a comprehensive plan for the standardization of healthcare supplies and equipment. This includes the development and administration of clinical product user groups. The CLO is also responsible for developing improvements to supply chain management within VHA. This includes the establishment and monitoring of logistics benchmarking data. The CLO serves as liaison for logistics staff in each of the 21 VISNs. The head of CLO is the **Chief Prosthetics and Clinical Logistics Officer (CPCLO)**.

C	
Term	**Definition / Discussion**
Chief Prosthetics and Clinical Logistics Officer (CPCLO)	The official in charge of the VHA **Chief Logistics Office (CLO)**, also called the Clinical Logistics Office.
CLA	*See* **Clinical Logistics Analyst**
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).
Clinical Logistics Analyst (CLA)	*Logistics* refers to how resources are acquired, transported and stored along the supply chain. By having an efficient supply chain and proper logistical procedures, an organization can cut costs and increase efficiency. *Clinical logistics* refers specifically to resources used for clinical purposes. A CLA is a person who examines processes, methods and data for clinical logistics operations.
Clinical Logistics Office	*See* **Chief Logistics Office (CLO).**
Clinical Logistics Report Server (CLRS)	The CLRS project allows the extraction of selected procurement and inventory data from VHA facilities to a centralized Clinical Logistics Report Server. The server supports the collection, tracking, and reporting of National Performance Measures, assisting the Under Secretary for Health (USH) in evaluating facility performance in the areas of consolidation of high tech equipment, standardization, socioeconomic goal accomplishment, acquisition, and inventory management.
CLRS	*See* **Clinical Logistics Report Server (CLRS)**.
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.

C	
Term	**Definition / Discussion**
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 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. 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.

D	
Term	**Definition / Discussion**
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.

D	
Term	**Definition / Discussion**
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.

E	
Term	**Definition / Discussion**
eCMS	The electronic Contract Management System located in Austin, Tx.
EDI	*See* **Electronic Data Interchange (EDI).**
EDI Vendor	A vendor with whom the VA has negotiated an arrangement to submit, accept and fill orders electronically.
EDI X12	"X12" is the U.S. standard ANSI ASC X12, which is the predominant standard used in North America. Thus, "EDI X12" refers to electronic data interchanges which meet the X12 standard. Also seen as "X12 EDI."
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.).

F	
Term	**Definition / Discussion**
FCP	Fund Control Point (see Control Point).
Federal Tax ID	A unique number that identifies your station to the Internal Revenue Service.
FileMan	The FileMan modules are the "building blocks" for all of VistA. FileMan includes both a database management system (DBMS) and user interface. *Source:* http://www.hardhats.org/fileman/FMmain.html

F	
Term	**Definition / Discussion**
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.
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.** A 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. A 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.

G	
Term	**Definition / Discussion**
GBL	Government Bill of Lading. A document that authorizes the payment of shipping charges in excess of $250.00.
GL	General Ledger.
Globals	Globals are variables which are automatically and transparently stored on disk and persist beyond program, routine, or process completion. Globals are used exactly like ordinary variables, but with the caret character prefixed to the variable name. Globals are stored in highly structured data files by MUMPS and accessed only as MUMPS globals. VistA file definitions and data are both stored in globals.

I	
Term	**Definition / Discussion**
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.
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.

J	
Term	**Definition / Discussion**
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.

K	
Term	**Definition / Discussion**
Kernel	The Kernel is the software "scaffolding" that supports all VistA applications. The Kernel system permits any VistA software application to run without modification to its base structure no matter what hardware or software vendor the application was built on. The Kernel includes several management tools including device, menu, programming, operations, security/auditing, task, user, and system management. Its framework provides a structurally sound computing environment that permits controlled user access, menus for choosing various computing activities, the ability to schedule tasks, application development tools, and numerous other management and operation tools. *Source:* http://hardhats.org/kernel/KRNmain.html

L	
Term	**Definition / Discussion**
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.

M	
Term	**Definition / Discussion**
M	The Massachusetts General Hospital Utility Multi-Programming System, or alternatively M, is a programming language originally created for use in the healthcare industry. M is designed to make writing database-driven applications easy while simultaneously making efficient use of computing resources. The most outstanding, and unusual, design feature of M is that database interaction is transparently built into the language. Many parts of VistA are written in M.
MailMan	Mailman is an integrated data channel in VistA for the distribution of: • Patches (*Kernel Installation and Distribution System* or *KIDS* builds) • Software releases (*KIDS* builds) • Computer-to-computer communications (HL7 transfers, Servers, etc.) • Person-to-person messaging (email) *Source:* http://www.hardhats.org/cs/mailman/MMmain.html
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.
MSPV-NG	Medical/Surgical Prime Vendor Next Generation. Every five years VHA negotiates new contracts for the Medical/Surgical Prime Vendor (MSPV) program. It is mandatory for VHA to utilize these vendor contract for specified medical and surgical items. In support of the new MSPV-NG contract the P&L Office wants the capability in IFCAP to bulk load approximately 10,000 items along with their vendor/item specific data into the Item Master File of each VistA instance to eliminate required manual entry and to improve data quality.
MUMPS	*See* **M.**

M	
Term	**Definition / Discussion**
N	
Term	**Definition / Discussion**
NIF	National Item File. The Procurement and Logistics (P&L) Office has established a National Item File (NIF) web-based database of standardized items and assigned NIF Item Numbers to be used as a common identifier for reporting across VA databases.

O	
Term	**Definition / Discussion**
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.)
Option	A Vista Option is an application component defined in VA Kernel to control user and remote server access to VistA applications. Options can appear on menu "trees" of options, through which the user navigates to execute application software. Types of options include menu (to allow grouping of options); edit (to edit application files via VA FileMan); inquire (to query the database via VA FileMan); print (to execute reports via VA FileMan); run routine (to execute custom application software); server (to process remote procedure calls via MailMan); and Broker (to process GUI remote procedure calls via Kernel Broker).
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.

P	
Term	**Definition / Discussion**
P&L	Procurement and Logistics Office
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, like 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.

P	
Term	**Definition / Discussion**
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.
Purchase History Modify (PHM)	Information about amendments which 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.

Q	
Term	**Definition / Discussion**
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.

R	
Term	**Definition / Discussion**
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.

R	
Term	**Definition / Discussion**
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.
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.

S	
Term	**Definition / Discussion**
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).

S	
Term	**Definition / Discussion**
Site Parameters	Information (such as Station Number, Cashier's address, printer location, etc.) that is unique to your station. All 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 purchase orders, receiving reports, and 1358s which are sent electronically to Fiscal and stored in a file for printing later rather than being printed immediately.
Status of Funds	Fiscal's 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.
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.

T	
Term	**Definition / Discussion**
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.

T	
Term	**Definition / Discussion**
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.

U	
Term	**Definition / Discussion**
Unit of Issue	A description of the quantity/packaging combination in which the item is issued to the end user; it may be different from the Unit of Purchase, which is the combination used when the item is procured from the vendor. For example, a vendor may sell an item in cases of 24 cans, but the end user receives individual cans from that case.
Unit of Purchase	A description of the quantity/packaging combination in which VA purchases the item from the vendor; it may be different from the Unit of Issue, which is the combination used to issue the item to the end user. See also Unit Conversion Factor.
Unit Conversion Factor	A number which expresses the ratio between the unit of measure and the unit of issue. Among other things, the conversion factor (which is part of the vendor data) is used at order release to calculate the due-ins and due-outs. Supply stations receive the conversion factor at the time of order release and use it to translate the order quantities into supply station amounts. If an item is procured, stocked and issued using the same units, then the conversion factor would be 1.

V	
Term	**Definition / Discussion**
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 the Alternate Address Indicator if applicable. *See also* **VRQ**.

X	
Term	**Definition / Discussion**
X12 EDI	*See* **EDI X12.**

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