



Integrated Financial Management Program

Core Financial

Course Name: Purchasing

*Module 1: Contracts/Purchase Order
Processing*

Data Packet

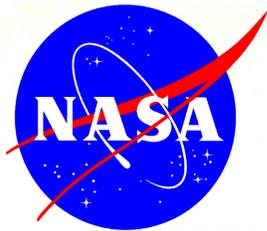


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TOPIC 1: Award Contract

ACTIVITY 1a: Prepare, Complete, and Process Contractual Document

Exercise T1E-1. In this exercise, the Buyer has completed the Solicitation sub-process activities and is now ready to prepare, complete, and process a **Commercial PO** for a *Power Distribution System, Accessories, and Installation*. The award value is \$15,000.

Note: In order to complete all of the exercises, please refer to the following job aids within the OLQR in addition to the user procedures listed at the bottom of each activity: Transaction Codes-Contracts/Purchase Order Processing, Document Numbering- Award Documents, Document Overview-PR & PO Windows, Document Types – RFQ, PO & Outline Agreement, How to Request a New Vendor, Purchasing Document Drilldown, and Vendor Account Group.

FIELD	DATA
Transaction Code	ME21N
Order Type	Commercial PO
PO Number	(See Supplemental Data Sheet)
Select RFQ #	(See Supplemental Data Sheet)
<i>Header</i>	
Additional data tab	
Validity Start	TBD by Instructor
Validity End	TBD by Instructor
Communications tab	
Our Reference (DPAS Rating)	DO-C9
NASA data tab	
Funded thru Date	TBD by Instructor
PPC	BC
Contract Type	FP
<i>Item Details</i>	
NASA data tab	
Line 1	
Total Value	\$7,500
Created Date	Current Date
Line 2	
Total Value	\$4,500
Created Date	Current Date
Line 3	
Total Value	\$3,000
Created Date	Current Date

Note: To complete activity, refer to the Prepare/Complete Obligating Contractual Documents user procedure within the OLQR.

TOPIC 1: Award Contract

ACTIVITY 1b: Prepare, Complete, and Process Contractual Document

Exercise T1E-2 (Students Only). This exercise was designed for you to do on your own. In this exercise, the Buyer has completed the Solicitation sub-process activities and is now ready to prepare, complete, and process a **Grant** for a *Hydrogen Fuel Study*. The award value is \$600,000.

FIELD	DATA
Transaction Code	ME21N
Order Type	Grant
PO Number	(See Supplemental Data Sheet)
Select RFQ #	(See Supplemental Data Sheet)
<i>Header</i>	
Additional data tab	
Validity Start	TBD by Instructor
Validity End	TBD by Instructor
NASA data tab	
Funded thru Date	TBD by Instructor
PPC	RT
Contract Type	GR
533 Check box	Select
Goods Receipt Check box	Select
<i>Item Details</i>	
NASA data tab	
Total Value	\$600,000
Created Date	Current Date
Attachments	NRA SOW.RTF

Exercise T1E-2a. Create an attachment for the NRA SOW.

FIELD	DATA
Transaction Code	ME22N
PO Number	(Same Contract Number)
Attachments	NRA SOW.RTF

Note: To complete activity, refer to the Prepare/Complete Obligating Contractual Documents user procedure within the OLQR.

TOPIC 1: Award Contract

ACTIVITY 1c: Prepare, Complete, and Process Contractual Document

Exercise T1E-3. In this exercise, the Buyer has completed the Solicitation sub-process activities and is now ready to prepare, complete, and process a **Contract** for *SLI Research*. The current contract value is \$13,750,000. The potential contract value is \$44,250,000.

FIELD	DATA
Transaction Code	ME21N
Order Type	Contract
PO Number	(See Supplemental Data Sheet)
Select RFQ #	(See Supplemental Data Sheet)
<i>Header</i>	
Additional data tab	
Validity Start	TBD by Instructor
Validity End	TBD by Instructor
Communications tab	
Our Reference (DPAS Rating)	DO-C9
NASA data tab	
Obligated Estimated Cost	\$12,650,000
Estimated Cost	\$12,650,000
Obligated Base/Fixed Fee	\$275,000
Base/Fixed Fee	\$275,000
Obligated Incentive Fee	\$0
Incentive Fee	\$0
Obligated Award Fee	\$825,000
Award Fee	\$825,000
Funded thru Date	TBD by Instructor
PPC	BX
533 Check box	Select
Contract Type	AF
<i>Item Details</i>	
Line 1	
NASA data tab	
Total Value	\$13,750,000
Created on date	Current Date
Line 2	
NASA data tab	
Total Value	\$14,250,000
Option Unexercised	Check box

Limits tab	
Limit	\$01
Expected Value	\$01
Line 3	
NASA data tab	
Total Value	\$16,250,000
Option Unexercised	Check box
Limits tab	
Limit	\$01
Expected Value	\$01
Created Date	Current Date

Exercise T1E-3a. Create an attachment for the Terms & Conditions.

FIELD	DATA
Transaction Code	ME22N
PO Number	(Same Contract Number)
Attachments	Sections B-J (Terms & Conditions)

Note: To complete activity, refer to the Prepare/Complete Obligating Contractual Documents user procedure within the OLQR.

TOPIC 1: Award Contract

ACTIVITY 2: Distribute Contractual Documents

Exercise T1E-3. In this exercise, the Buyer has received notification via SAP workflow, that the **Contract** for *SLI Research* has received final approval. Soon after, the Buyer received notification from the Contracting Officer that the award document had been processed and was ready to be distributed. The Buyer must now make distribution of the contract. Based upon the existing circumstances, a complete copy of the approved contract (including attachments) must be printed, faxed and emailed to the contractor.

FIELD	DATA
Transaction Code	ME22N
Purchase Order	(See Supplemental Data Sheet)
Output Type	Generic Contract

Note: To complete activity, refer to the Prepare/Complete Obligor Contractual Documents user procedure within the OLQR.

TOPIC 1: Award Contract

ACTIVITY 3: Cancel Contractual Documents

Exercise T1E-2. In this exercise, the Buyer has been informed that all funds have been frozen until further notice and that any unobligated procurement actions must be cancelled. The Buyer has not awarded the **Commercial PO** for a *Power Distribution System Accessories, and Installation*. Therefore, it must be cancelled. The Buyer will delete all procurement line items (PLIs) on this document and save the changes. This action will cancel the contractual document within SAP.

FIELD	DATA
Transaction Code	ME22N
Purchase Order	(See Supplemental Data Sheet)

Note: To complete activity, refer to the Cancel Contractual Obligor Document user procedure within the OLQR.

TOPIC 2: Issue Tasks

ACTIVITY 2a: Prepare, Complete, and Process TO/DO

Exercise T2E-1. In this exercise, the Buyer will prepare, complete, and process a **TO/DO-Other Contract** for *Oscilloscopes*. This will include the process of assigning the source of supply. The source of supply is always assigned concurrently when preparing a TO/DO against other agency contracts. The award value is \$12,500.

FIELD	DATA
Transaction Code	ME21N
Order Type	TO/DO-Other Contract
PO Number	(See Supplemental Data Sheet)
Select RFQ #	(See Supplemental Data Sheet)
<i>Header</i>	
Additional data tab	
Validity Start	TBD by Instructor
Validity End	TBD by Instructor
Communications tab	
Your Reference	See Supplemental Data Sheet
Our Reference (DPAS Rating)	DO-C9
NASA data tab	
Funded thru Date	TBD by Instructor
PPC	DC
Contract Type	FP
<i>Item Details</i>	
NASA data tab	
Total Value	\$12,500
Created Date	Current Date

Note: To complete activity, refer to the Prepare/Complete Obligating Contractual Documents user procedure within the OLQR.

TOPIC 2: Issue Tasks

ACTIVITY 2b: Prepare, Complete, and Process TO/DO

Exercise T2E-2. In this exercise, the Buyer has completed the Solicitation sub-process activities and is now ready to prepare, complete, and process a hybrid **Contract** for *Advance Shuttle Design* and *ID/IQ-Special Studies & Analysis*. The current contract value is \$10,325,000. The potential contract value is \$49,000,000.

Note: This exercise represents how to use the Purchase Order window (ME21N) to create a hybrid type contract. In this exercise, the first procurement line item (PLI) is CPIF/AF and the second PLI is ID/IQ. A TO/DO will be issued against the ID/IQ line item in Activity 2c.

FIELD	DATA
Transaction Code	ME21N
Order Type	Contract
PO Number	(See Supplemental Data Sheet)
Select RFQ #	(See Supplemental Data Sheet)
<i>Header</i>	
Additional data tab	
Validity Start	TBD by Instructor
Validity End	TBD by Instructor
Communications tab	
Our Reference (DPAS Rating)	DO-C9
NASA data tab	
Obligated Estimated Cost	\$9,505,000
Estimated Cost	\$38,715,000
Obligated Base/Fixed Fee	\$205,000
Base/Fixed Fee	\$840,000
Obligated Incentive Fee	\$0
Incentive Fee	\$0
Obligated Award Fee	\$615,000
Award Fee	\$2,520,000
Funded thru Date	TBD by Instructor
PPC	BX
Contract Type	AF
533 indicator	Check box
<i>Item Details</i>	
Line 10	
NASA data tab	
Total Value	\$42,000,000
Create Date	Current Date
Limits tab	

Overall Limit	\$10,250,000
Expected Value	\$10,250,000
Line 20	
NASA data tab	
Total Value	\$75,000
Create Date	Current Date
Limits tab	
Overall Limit	\$75,000
Expected Value	\$75,000
Item Overview	
Line 2	
Short Text (change to this)	IDIQ – Minimum Funding
Line 3 (to be added)	
Account Assignment	P
Item Category	Z
Material Group	B
Short Text	IDIQ – Special Studies & Analysis
PO Qty	1
UOM	Job
Delivery Date	TBD by Instructor
Plant	TBD by Instructor
Storage Location	TBD by Instructor
Requisitioner	(Copy from Line 2)
Free Item	Check box
Item Details	
Line 3	
Account Assignment tab	
Account Assignment	(Copy from the IDIQ funded line)
NASA data tab	
Total Value	\$6,925,000
Option Unexercised	Check box
Created on Date	Current Date

Note: To complete activity, refer to the Prepare/Complete Obligating Contractual Documents user procedure within the OLQR.

TOPIC 2: Issue Tasks

ACTIVITY 2c: Prepare, Complete, and Process TO/DO

Exercise T2E-3. In this exercise, the Buyer has been tasked to issue a **TO/DO-Other Contract** against the hybrid contract (the contract that was prepared in the previous exercise – T2E-3) for *ID/IQ –Special Studies & Analysis*. The Buyer will now prepare, complete, and process a TO/DO-Other Contract against the hybrid contract ID/IQ–Special Studies & Analysis. The award value is \$50,000.

Note: This exercise represents how to record and track orders against the hybrid contract - CPFF/AF and ID/IQ - that was created using the Purchase Order window (Exercise T2E-2). The TO/DO is being issued against the ID/IQ part of this contract. Preparation of this exercise will run concurrently with assigning the source of supply for this TO/DO.

FIELD	DATA
Transaction Code	ME21N
Order Type	TO/DO-Other Contract
PO Number	(See Supplemental Data Sheet)
Vendor	103693
Select PR #	(See Supplemental Data Sheet)
<i>Header</i>	
Additional data tab	
Validity Start	TBD by Instructor
Validity End	TBD by Instructor
Delivery/invoice tab	
Payment terms	NT30
Incoterms	Fob / Destination
Communications tab	
Your Reference	(See Supplemental Data Sheet)
Our Reference (DPAS Rating)	DO-C9
NASA data tab	
Funded thru Date	TBD by Instructor
PPC	BX
Contract Type	FP
<i>Item Details</i>	
NASA data tab	
Total Value	\$50,000
Created Date	Current Date

Note: To complete activity, refer to the Prepare/Complete Obligating Contractual Documents user procedure within the OLQR.

TOPIC 2: Issue Tasks

ACTIVITY 3: Distribute TO/DO

Exercise T2E-1. In this exercise, the Buyer has received notification via SAP workflow, that the TO/DO for *Oscilloscopes*, has been approved. Soon after, the Buyer received notification from the Contracting Officer that the award document had been processed and was ready to be distributed. The Buyer must now make distribution of the TO/DO. Print one copy of the TO/DO.

FIELD	DATA
Transaction Code	ME22N
Purchase Order	(See Supplemental Data Sheet)
Output Type	TO/DO

Note: To complete activity, refer to the Distribute Solicitation & Contractual Documents user procedure within the OLQR.

TOPIC 2: Issue Tasks

ACTIVITY 4: Cancel Contractual Documents

Exercise T2E-3. In this exercise, the Buyer has received notification from the Procurement Team Lead that there has been a major reduction in funding across the board in many of NASA's programs. Therefore, the Buyer must cancel the **TO/DO** for *ID/IQ-Special Studies & Analysis*. Delete all PLIs and save the document.

FIELD	DATA
Transaction Code	ME22N
Purchase Order	(See Supplemental Data Sheet)

Note: To complete activity, refer to the Cancel Contractual Obligor Documents user procedure within the OLQR.