

C.Buy & the FPDS Interface

The purpose of this document is to provide clarification on properly coding and preparing an award in C.Buy and its effect on the data reported and coded in FPDS through the interface.

Date fields and Requisitions Prepared in C.Request.

- When a customer prepares a requisition in C.Request, the Administration section of C.Request requires the Requisition Date which defaults to the date the requisition is prepared as shown below.
- The requestor enters the Delivery Date on the requisition in the Administration section of the requisition.

* Requisition Number: AA1ADMIN-11-02202
* Requisition Date: 06/07/2011 
* Delivery Date: 09/30/2011 

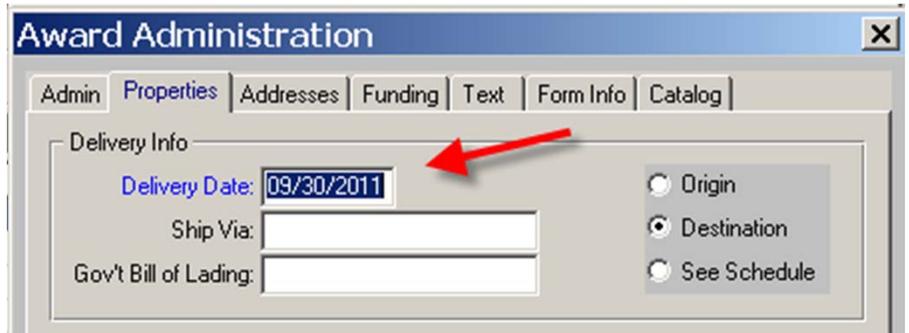
Date fields and Requisitions Prepared in C.Request.

- When the customer creates line items on the requisition, the Delivery Date from the requisition Administration section becomes the default date for each line item created on the requisition unless the customer changes the line item delivery date.

* Delivery Date:	<input type="text" value="09/30/2011"/>	
* Deliver To:	<input type="text" value="000SA000"/>	 

Date Fields in C.Buy

- When the requisition is submitted to C.Buy and assigned to the specialist, the requested delivery dates from the requisition become the default delivery dates on the award in C.Buy.
- When the award is created in C.Buy, the default delivery date from the requisition becomes the default delivery date on the award administration screen as shown below.



The screenshot shows a window titled "Award Administration" with a close button (X) in the top right corner. Below the title bar are several tabs: "Admin", "Properties", "Addresses", "Funding", "Text", "Form Info", and "Catalog". The "Properties" tab is currently selected. Underneath the tabs is a section labeled "Delivery Info". This section contains three text input fields: "Delivery Date:" with the value "09/30/2011", "Ship Via:", and "Gov't Bill of Lading:". A red arrow points to the "Delivery Date" field. To the right of these fields are three radio button options: "Origin", "Destination" (which is selected), and "See Schedule".

Date Fields in C.Buy

- All of the line items brought forward from the requisition will also carry forward the default delivery date created by the customer at the line item level for each line item created on the requisition.
- When preparing the award, the Contract Specialist should take note to correct these default dates. The requisitioning customer can only state on the requisition their desired delivery date for the award prepared.
- The actual delivery dates for each of the line items on the award may be the same and may be different depending on the nature of the goods or services being delivered.
- The Contract specialist shall insure that each line item on the award has an accurate delivery date for the line item based on the negotiation and offer provided by the bidding contractor.



The screenshot shows a software window titled "Purchase Request Line Item" with a close button (X) in the top right corner. Below the title bar are five tabs: "Detail", "Accounting", "Delivery", "Additional Info", and "Receiving". The "Delivery" tab is currently selected. Underneath the tabs is a section labeled "Shipping Information". This section contains two text input fields: "Delivery Date:" with the value "09/30/2011" and "Deliver To:" with the value "00BLOCK6". To the right of these fields is a "FOB Designation:" section with three radio button options: "Origin", "Destination" (which is selected), and "See Schedule". A magnifying glass icon is located to the right of the "Deliver To:" field.

Date Fields in C.Buy

- The Award Administration section which is the first screen to be entered upon creating an award contains critical date fields which are carried over to FPDS through the interface. It is critical that this data be correct and actually reflect what was negotiated and offered by the contractor.
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- **The Award Date** defaults to the date the award is created in C.Buy. If the award is not finalized until a later date, then this date shall be changed to reflect the actual date of award.
-
- **The Expires On Date** is the date the all goods or services are expected to have been delivered. This is the date the award ends. Line item delivery dates at the line item level shall not exceed the Expires On Date established in the Award Administration section.
-
- **The Signed On Date** shall be the date the award is printed and actually signed by the contracting Officer. This date should generally reflect the Award Date but under certain circumstances may be a date later then the award date.
-

The screenshot displays the 'Award Administration' window with the following fields and values:

- Award Date:** 06/07/2011
- Award Form:** 0F347
- Expires On:** 08/30/2011
- PR Number:** Nw/WG3200-11-45456
- Signed On:** 06/08/2011
- GSA/FSS:** GS35F0290X
- Proceed Date:** / /
- Start Date:** 06/09/2011
- Currency:** US Dollars
- Rate:** 1.000000
- Vendor:** 00001303 (CCR Matched (Active))
- Vendor Address:** GTSI CORP, 2553 DULLES VIEW DRIVE SUITE 100, HERNDON, VA 201715219, 703-502-2198
- Business Size:** Small
- COR/COTR:** (Empty)
- Contract Officer:** cah (CHARLES A. HUGHES)

Buttons at the bottom: OK, Cancel, Apply, Help.

Date Fields in C.Buy

- **The Expires On Date** is the date the all goods or services are expected to have been delivered. This is the date the award ends. Line item delivery dates at the line item level shall not exceed the Expires On Date established in the Award Administration section.
-
- **The Signed On Date** shall be the date the award is printed and actually signed by the contracting Officer. This date should generally reflect the Award Date but under certain circumstances may be a date later than the award date.
-

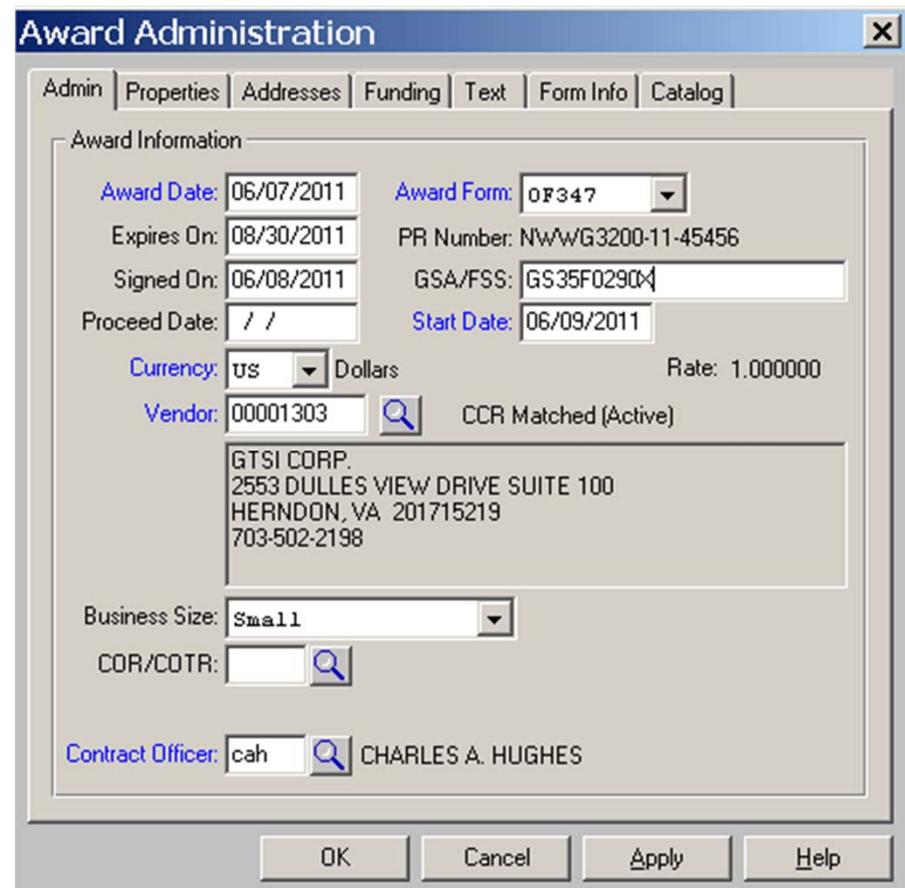
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- GSA/FSS:** GS35F0290X
- Start Date:** 06/09/2011
- Currency:** US Dollars
- Rate:** 1.000000
- Vendor:** 00001303 (CCR Matched (Active))
- Vendor Address:** GTSI CORP, 2553 DULLES VIEW DRIVE SUITE 100, HERNDON, VA 201715219, 703-502-2198
- Business Size:** Small
- COR/COTR:** (Searchable field)
- Contract Officer:** cah (Searchable field) CHARLES A. HUGHES

Buttons at the bottom: OK, Cancel, Apply, Help.

Date Fields in C.Buy

- **The Proceed Date** is generally used for services where a Notice To Proceed is issued when certain deliverables are required prior to the actual commencement of performance as established by the Start Date.
- **The Start Date** may be different than the Award Date depending on the nature of the goods or services requested. The Start Date is the date that performance shall begin.



The screenshot displays the 'Award Administration' window with the following fields and values:

Field	Value
Award Date	06/07/2011
Expires On	08/30/2011
Signed On	06/08/2011
Proceed Date	/ /
Award Form	OF347
PR Number	NW/WG3200-11-45456
GSA/FSS	GS35F0290X
Start Date	06/09/2011
Currency	US Dollars
Rate	1.000000
Vendor	00001303
CCR Matched	(Active)
Business Size	Small
COR/COTR	
Contract Officer	cah CHARLES A. HUGHES

Date Fields in C.Buy

- If the award is made against and Other Agency IDV such as a GSA Federal Supply Schedule, the referenced IDV Award number shall be entered in the GSA/FSS field as shown.
- NOTE: This number is entered without dashes or spaces and must be entered before closing the Award Administration Section. If this field is not entered prior to saving and closing the Award Administration section, the field cannot be entered by re-opening the Award Administration Section, the field will be grayed out.

The screenshot displays the 'Award Administration' window with the following fields and values:

- Award Date:** 06/07/2011
- Award Form:** OF347
- Expires On:** 08/30/2011
- PR Number:** NW/WG3200-11-45456
- Signed On:** 06/08/2011
- GSA/FSS:** GS35F0290X
- Proceed Date:** / /
- Start Date:** 06/09/2011
- Currency:** US Dollars, Rate: 1.000000
- Vendor:** 00001303, CCR Matched (Active)
- Vendor Address:** GTSI CORP., 2553 DULLES VIEW DRIVE SUITE 100, HERNDON, VA 201715219, 703-502-2198
- Business Size:** Small
- COR/COTR:** (Empty)
- Contract Officer:** cah, CHARLES A. HUGHES

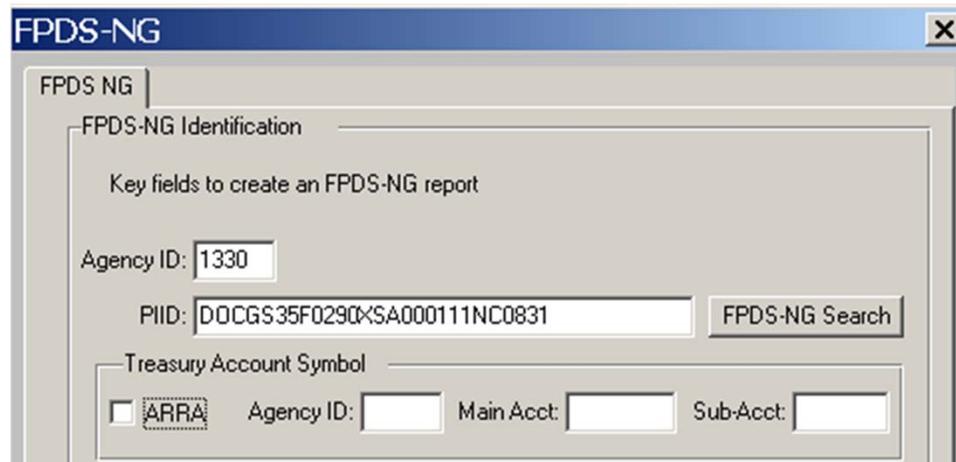
Buttons at the bottom: OK, Cancel, Apply, Help.

Moving to the FPDS Interface Screen

- When all line item detail data has been properly entered and the line item summary screen is closed, the obligation summary screen opens which will detail the total summary of the award amounts of all line items and the total obligation amounts of all line items.
- Closing the Obligation Summary Screen, the FPDS Interface screen will open.

The FPDS Interface Screen – Agency ID & PIID Fields

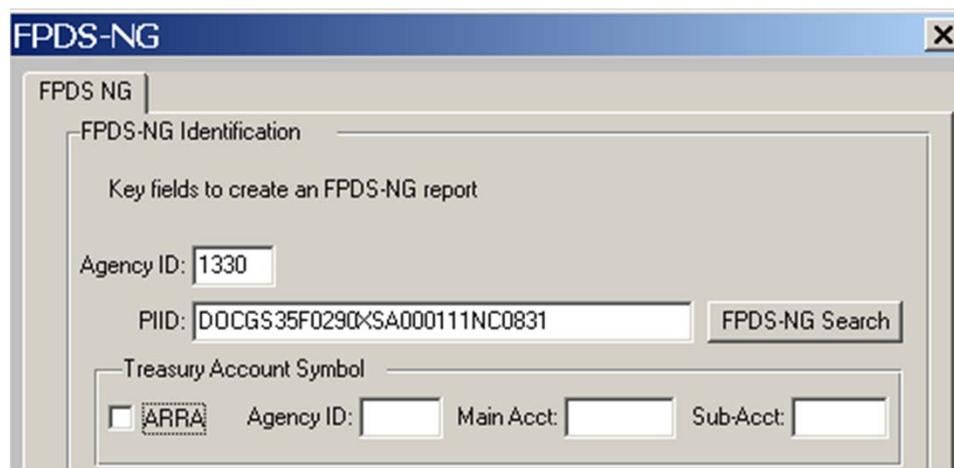
- The NOAA Agency ID 1330 will appear along with the Award PIIN.
- The GSA referenced IDV number shall be removed from the PIID filed. The referenced PIID shall only contain DOC followed by the award number.
- The specialist shall enter the TAS Code provided on the Customer requisition in the fields shown. If the Code was 13-1450 on the requisition; 13 shall be entered in the Agency ID Field and 1450 shall be entered in the Main Acct field. The sub-Acct field is not used by the Department of Commerce.



The screenshot shows the FPDS-NG interface window. The title bar reads "FPDS-NG". Inside the window, there is a tab labeled "FPDS NG". Below the tab, the text "FPDS-NG Identification" is displayed. Underneath, it says "Key fields to create an FPDS-NG report". There are three input fields: "Agency ID:" with the value "1330", "PIID:" with the value "DOCGS35F0290XSA000111NC0831", and a button labeled "FPDS-NG Search". Below these fields, there is a section titled "Treasury Account Symbol" which includes a checkbox for "ARRA" (which is checked), and three input fields for "Agency ID:", "Main Acct:", and "Sub-Acct:".

The FPDS Interface Screen – TAS Code Field

- No TAS code shall contain alpha characters.
- If the TAS Code represents ARRA Funds, the ARRA Check Box shall



The screenshot displays the FPDS-NG interface window. The title bar reads "FPDS-NG". The main content area is titled "FPDS-NG Identification" and contains the text "Key fields to create an FPDS-NG report". Below this, there are several input fields: "Agency ID:" with the value "1330", "PIID:" with the value "DOCGS35F0290XSA000111NC0831", and a "FPDS-NG Search" button. At the bottom, there is a section titled "Treasury Account Symbol" which includes a checkbox labeled "ARRA" (which is checked), and three input fields for "Agency ID:", "Main Acct:", and "Sub-Acct:".

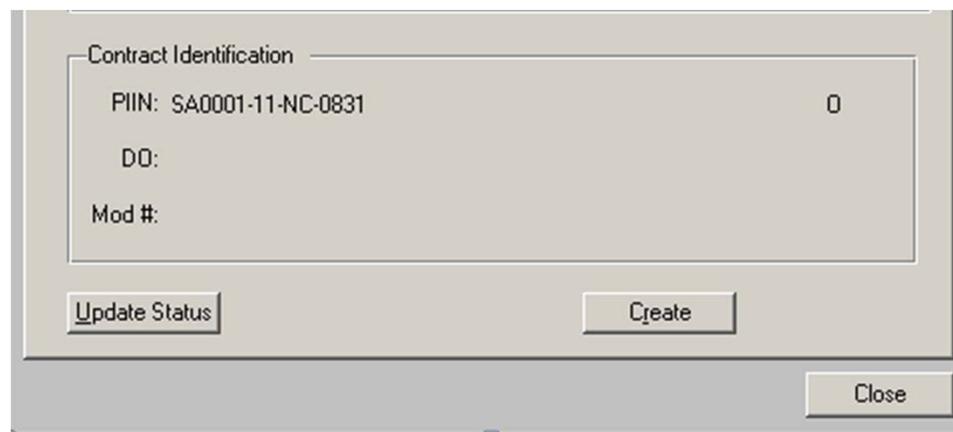
The FPDS Interface Screen – Referenced IDV Fields

- The second section of the FPDS interface details the nature and type of award which was created. In this sample an award was made which was a DO against an IDV.
- The referenced IDV GSA number appears in the Ref IDV Field as shown. This is pulled from the Award Administration section of the document.
- If this is a GSA award, then the GSA Agency ID shall be entered in the Agency ID field as shown. The Agency code to use for GSA contract awards is 4730.

The screenshot displays the FPDS interface for award selection. It features a group of radio buttons for award types: (A) Awards (selected), (I) Basic IDVs, (C) DO against IDV* (selected), (B) Purchase Order, (D) Stand Alone, and (A) BPA Call*. Below these is an Agency ID field with a note '* - Requires Ref IDV'. The Ref IDV field contains the value 'GS35F0290X'. A 'FPDS-NG Search' button is located to the right of the Ref IDV field. A status indicator shows 'Status: None'. A note box on the right states: 'Note: When searching for "derived" PIID/IDV's the FPDS-NG site may have the PIIN and DO combination switched'.

The FPDS Interface Screen – Gateway to FPDS

- The third section of the FPDS interface section provide the Contract Identification information; the Award PIIN and the type of award; in this sample this is a DO against a GSA contract award.
- If all date on this screen has been entered and is correct, the specialist shall click the Create Button.



The screenshot displays a software interface window titled "Contract Identification". Inside the window, there are three labeled input fields: "PIIN: SA0001-11-NC-0831" with a value of "0" to its right, "DO:", and "Mod #:". Below these fields are three buttons: "Update Status" on the left, "Create" in the center, and "Close" at the bottom right.

Transition to FPDS System

- The C.Buy system will open Windows Internet Explorer and open a link to the correct reporting form in the FPDS System.
- The critical data elements which are provided by C.Buy and transferred to the FPDS report is shown below, section by section.

FPDS Transaction Information

- The FPDS Report Header Section identified the award type, “Delivery/Task Order”
- The Award Status is “New”
- The Prepared Date and the Prepared User.

<input type="button" value="New"/> <input type="button" value="Save Draft"/> <input type="button" value="Validate"/> <input type="button" value="Approve"/> <input type="button" value="Correct"/> <input type="button" value="Modify"/> <input type="button" value="Save Tmpl"/> <input type="button" value="Delete"/> <input type="button" value="Print"/>			
<input type="button" value="Help"/>			
Transaction Information			
Award Type:	Delivery/Task Order	Prepared Date:	06/07/2011 11:48:08
Award Status:	NEW	Prepared User:	NOAASYSADMIN
		Last Modified Date:	
		Last Modified User:	
Document Information			

FPDS Document Information

- The document information section brings forward the Agency ID for NOAA of 1330, this should never be changed.
- The Award PIID is brought forward.
- TAS Code is brought forward.
- If there is an error in any data field populated, **DO NOT CHANGE IT HERE.**
- Close FPDS without saving and return to the C.Buy FPDS interface screen to correct the error within the award document, then return to FPDS.

Document Information				
	Agency	Procurement Identifier	Modification No	Trans No
Award ID: [*]	1330	DOCGS35F0290XSA000111NC0831	0	0
Referenced IDV ID: [*]	4730	GS35F0290X	0	
Reason For Modification:				
Solicitation ID:				
	Agency Identifier	Main Account	Sub Account	Initiative
Treasury Account Symbol: [*]	13	1450		Select One

FPDS Dates & Accounts

- The Date Signed, Effective Date, and completion dates are populated from the dates entered in C.Buy on the award.
- The Est. ultimate completion Date shall be entered by the contract specialist.
- The action obligation dollar value is brought over from the award document in C.Buy.
- The contract specialist shall enter the remain dollar value fields.

Dates		Amounts	
Date Signed (mm/dd/yyyy): [*]	<input type="text" value="06/08/2011"/>	Action Obligation: [*]	<input type="text" value="\$100.00"/>
Effective Date (mm/dd/yyyy): [*]	<input type="text" value="06/07/2011"/>	Base And Exercised Options Value: [*]	<input type="text" value="\$0.00"/>
Completion Date (mm/dd/yyyy): [*]	<input type="text" value="09/30/2011"/>	Base And All Options Value: [*]	<input type="text" value="\$0.00"/>
Est. Ultimate Completion Date (mm/dd/yyyy): [*]	<input type="text"/>	Fee Paid for Use of IDV: [*]	<input type="text" value="\$0.00"/>

FPDS Purchaser Information

- The NOAA Agency ID 1330 is populated along with the Contract Office ID which represents the location the work is issued from. These should never be changed.

Purchaser Information			
Contracting Office Agency ID: [*]	1330	...	Contracting Office Agency Name: NATIONAL OCEANIC AND ATMOSPHERIC
Contracting Office ID: [*]	000DG	...	Contracting Office Name: DEPT OF COMM/NAT OCEAN AND ATMOS
Funding Agency ID: [*]		...	Funding Agency Name:
Funding Office ID: [*]		...	Funding Office Name:
Foreign Funding: [*]	Select One		

FPDS Purchaser Information

- The Funding Agency ID shall be entered by the contract specialist. The question to ask is; which agency is providing the funding? If it is a NOAA Agency it would be 1330. A list of the potential agency codes within the Department of Commerce can be seen below. Clicking on the radio button will bring up a list of these codes which can be selected from within FPDS.
- The Funding Office ID is the client office which is providing the funding to make the purchase. Example: If the requesting office is a National Weather Service Office, then the Funding Office ID would be NW. This should not be confused with the Agency ID or the Contracting Office ID.
- Note: The next two pages detail the Funding Agency ID's and the Funding Office ID's.

Purchaser Information			
Contracting Office Agency ID: [*]	1330	...	Contracting Office Agency Name: NATIONAL OCEANIC AND ATMOSPHERIC
Contracting Office ID: [*]	000DG	...	Contracting Office Name: DEPT OF COMM/NAT OCEAN AND ATMOS
Funding Agency ID: [*]		...	Funding Agency Name:
Funding Office ID: [*]		...	Funding Office Name:
Foreign Funding: [*]	Select One	▼	

Funding Agency ID's

- 1300 Department of Commerce
- 1301 Office of the Secretary
- 1303 Office of the General Counsel
- 1304 Office of the Inspector General
- 1306 Office - Chief Financial Officer & Assist. Sec'y for Admin.
- 1314 Economic and Statistics Administration
- 1315 Chief Economist
- 1321 Bureau of Economic Analysis
- 1323 Bureau of the Census
- 1325 Economic Development Administration
- 1330 National Oceanic and Atmospheric Administration
- 1335 National Telecommunication and Information Administration
- 1341 National Institute of Standards and Technology
- 1342 National Technical Information Service
- 1343 Assistant Secretary for Technology Policy
- 1344 Patent and Trademark Office/Under Secretary for Intellectual Property
- 1350 International Trade Administration
- 1351 Under Secretary for Export Administration/Bureau of Industry and Security
- 1352 Minority Business Development Agency
- 1359 Technology Administration/Under Secretary of Technology
- 1363 Committee for the Implementation of Textile Agreements
- 1365 Export Administration Review Board

Funding Office ID's

- NA National Oceanic and Atmospheric Administration (NOAA)
- NB National Institute of Standards and Technology (NIST)
- NC National Ocean Service (NOS)
- NE National Environmental Satellite, Data, and Information, Service (NESDIS)
- NF National Marine Fisheries Service (NMFS)
- NM Marine Aviation Operations (OMAO)
- NR Oceanic & Atmospheric Research (OAR)
- NT National Telecommunications and Information Administration (NTIA)
- NW National Weather Service (NWS)
- TA International trade Administration (ITA)

Contractor Information

- The Dun and Bradstreet Number Associated with the vendor selected is populated from C.Buy.

Contractor Information	
CCR Exception:	<input type="text"/> ... Remove Exception
DUNS No:	<input type="text" value="107939357"/>
Vendor Name:	<input type="text"/> ...
DBAN:	<input type="text"/>
	Street: <input type="text"/>
	Street2: <input type="text"/>
	City: <input type="text"/>
	State: <input type="text"/> Zip: <input type="text"/>
	Country: <input type="text"/>
	Phone: <input type="text"/>
	Fax No: <input type="text"/>
	Congressional District: <input type="text"/>

Product Or Service Information

- The Principal NAICS Code selected on the award is imported from C.Buy. The Product Service Code needs to be entered, this does not import from C.Buy.

Product Or Service Information	
Product/Service Code: [^]	<input type="text"/> ... Description:
Principal NAICS Code:	443120 ... Description: COMPUTER AND SOFTWARE STORES

Routing & Approval and Award Completion

- This section provides a sequential guide to proper routing and approval of the award document.
- The Contract specialist shall prepare route the award document to the Contracting Officer for review and approval.
- The contracting Officer shall open the routed document from the C.Buy Inbox which will allow the CO full review access to the document. Prior to approving the routed document, if the CO determines after review that the document is ready for obligation and approval of the FPDS Draft, Correct report; the following steps shall be taken in the following order.

Routing & Approval of the Completed Document

- The CO shall click on the FPDS interface link on the award document. If the FPDS interface screen shows the FPDS report in Draft, Correct status, the CO shall click on the Approve button. The document status will change to “Final. Approved.
- NOTE: This step must occur before obligation to the financial interface. If the document is obligated prior to approval of the FPDS report, changes cannot be made to the critical data element fields either in the award administration section of the document or the line item level data elements. The obligation function once accepted by the financial interface locks the document from further changes.
- The CO shall obligate the document to the financial interface.
- Upon acceptance of the obligation by the financial interface, the CO shall then close the document and approve and release the document back to the contract specialist from the routing inbox.

Primary Contracting Office ID's

- 000DG National Capitol Acquisition Division Silver Spring, MD
- 000EA Eastern Region Acquisition Division Norfolk, VA
- 000WC Eastern Region Acquisition Division Kansas City, MO
- 000QA Eastern Region Acquisition Division Data Bouy Center Stennis, MS
- 000RA Western Region Acquisition Division Boulder, CO
- 000AB Western Region Acquisition Division Seattle, WA

Field Delegate Contracting Office ID's

- WE1330 Western Field Delegates OFA
- WE133C Western Field Delegates NOS
- WE133E Western Field Delegates NESDIS
- WE133F Western Field Delegates NMFS
- WE133M Western Field Delegates OMAO
- WE133R Western Field Delegates OAR
- WE133W Western Field Delegates NWS
- EE1330 Eastern Field Delegates OFA
- EE133C Eastern Field Delegates NOS
- EE133E Eastern Field Delegates NESDIS
- EE133F Eastern Field Delegates NMFS
- EE133M Eastern Field Delegates OMAO
- EE133R Eastern Field Delegates OAR
- EE133W Eastern Field Delegates NWS