

USP&FO-NY SOP L-3

15 December 2020

# USP&FO-NY EXTERNAL SOP FOR LOCAL PURCHASE REQUESTS (PR)

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\* This SOP supersedes USP&FO-NY SOP L-3; dated 15 March 2019.

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#### GENERAL INFORMATION

1-1. Purpose. This external Standing Operating Procedure (SOP) establishes guidance and procedures for processing and reviewing of SPS local purchase requests for supplies or services to ensure proper preparation by units/activities in General Fund Enterprise Business System (GFEBS). Also, covers proper procedures for closing out the goods receipt for payment. Government Purchase Card (GPC) PR procedures are not covered in this SOP.

1-2. Scope. The procedures outlined in this SOP apply to and are to be followed by all customer units, Program Managers (PM) and activities supported by the USP&FO-NY.

1-3. Revisions. Revisions to this SOP will be published as required to comply with changes to applicable publications and improve customer support. Forward any recommended changes to USP&FO-NY, ATTN: MNPF-SS for appropriate action.

1-4. References. Publications used in conjunction with this SOP are:

a. AR 710-2	Supply Policy Below the National Level
b. FAR	Federal Acquisition Regulation
c. DFAR	Defense Federal Acquisition Regulation
d. NG-FAR	National Guard Federal Acquisition Regulation Supplement
e. AR 37-108	General Accounting and Reporting for Finance and Accounting Offices
f. DA Pam 710-2-1	Using Unit Supply System Manual Procedures
g. DA Pam 710-2-2	Supply Support Activity (SSA) Supply System, Manual Procedures
h. DOD FMR	DOD Financial Management Regulation 7000.14-R
i. USP&FO-NY MNPF-PC	Local Purchase SOP

#### PROCUREMENT LEAD-TIMES

2-1. Basis for Lead-times. The PR must be input in GFEBS to be routed and approved at all levels in a timely manner to get to SPS, Purchasing Office. Additional time must be considered for the contractor's delivery period. The lack of adequate lead-time is not sufficient justification for non-competitive purchasing.

2-2. Lead-time Requirements. The chart below establishes minimum lead-times required to ensure timely purchase of supplies and services for common items.

TYPE OF REQUEST	MINIUMUM LEAD-TIME AT USP&FO (Calendar Days)
Acquisitions exceeding \$1M	180
Acquisitions exceeding \$25K to \$1M	120
Option or Change Order Modification	90
Lodging under \$25K	60
Maintenance Agreements under \$25K	60
Conference/Meeting Rooms under \$25K	60
Subsistence / Catered Meals under \$25K	30
Training and Recruiting Ads under \$25K	30
Other Supplies & Services under \$25K	30

2-3. Non-compliance of Lead-times. Non-compliance could result in a futile attempt to secure requirements by contracting personnel or being returned without action due to untimeliness of request.

### PR PROCEDURES

3-1. Purchase Request Processor. The Purchase Request Processor is the role required to process a PR. The PR in GFEBS replaces the hard-copy DA Form 3953, Purchase, Request, and Commitment. GFEBS requires training and provisioning in order to execute and complete a PR.

3-2. Purchase Request Approver. The Purchase Request Approver is the role required to approve a Purchase Request (PR). There are 3 Levels of Approval required to move a PR thru GFEBS to SPS.

a. L1 Program or Fund Manager Level.

b. L2 Required for Food Service and Lodging, performed by MNL.

c. L3 Supply and Services Officer, MNPF-SS, Review approval of PR.

d. L4 Second Level of Program or Fund Manager Approval for FINAL Review and approval of PR. CRUCIAL: At this level, approver verifies with the Purchasing and Contracting Office that the PR has crossed over from GFEBS to SPS (T-Code ZSSC\_SPS\_PR). At this time your Purchase Request, even though you L4'd, is still only a Commitment, will not move to an obligation until MNPF-PC has an approved Contract.

3-3. Steps to Generate a PR in GFEBS. Appendix B has the step-by-step instructions on how to create a standard GFEBS SPS PR with screen shots. Appendix C has the step by step instruction on how to create a service based GFEBS SPS PR.

3-4. Additional Guidance and Attachments Required for GFEBS PR.

a. All requisitions ordered thru wholesale or local purchase require a DODAAC document number. Ensure you place the GFEBS DODAAC Document Number in the Text tab of the SPS PR or it will be rejected.

b. Attachments Required for GFEBS PR Approval of Supplies:

(1) <u>Local Purchase Authorization Memo</u>. Supplies with a stock number (standard or non-standard in AESIP) require a Local Purchase Authorization Memo (Appendix F) attached to GFEBS PR.

(2) <u>DA Form 3953</u>. All PRs for accountable equipment REQUIRE a DA Form 3953 attached to PR with a GFEBS DODAAC document number and PBO signature.

(a) Ensure the authorized Line Item Number (LIN) is clearly marked in the Text tab of the SPS PR. If available, provide the MCN/NIN or AESIP Request Number.

(b) Local Purchase Authorized. Ensure that the specific document authorizing the equipment is entered (i.e. CTA, TDA, MTOE). If authorized by a directive or letter of authority (LOA), a copy must be attached to PR.

(c) Information Technology (IT) Equipment. In addition to above, all IT equipment requires NYARNG Chief Information Officer (CIO) G6 approval prior to purchase.

1. Ensure the DA Form 3953 has been routed to the MNCI after PBO approves.

2. MNCI will stamp with the RCAS compliance stamp and initial.

(d) Attach the completed DA 3953 to the PR (as a .pdf).

c. In-Kind Assistance. All PRs for Cooperative Agreements must have "IN KIND ASSISTANCE" annotated in the text box of the PR to include which Appendix it refers to.

d. Appendix D lists the common errors the Purchasing and Contracting Office encounter when a GFEBS PR is received in SPS.

e. Upon receipt of Accountable Equipment, unit's must submit a DD Form 250 (MATERIAL INSPECTION AND RECEIVING REPORT), a copy of the contract and any packing lists to their respective PBO. The PBO will bring the item to record on the unit's property account.

3-5. Steps to trace an SPS PR to the Purchase Order (PO). Note: PO will only be produced when the contract is cut.

a. STEP 1. In GFEBS use T-Code "ZSSC\_SPS\_PR" to determine if PR crossed over to SPS bridge successfully.

(1) Hit Enter, enter PR Number and Press Execute.

(2) The Screen will list the Outbound IDOC Creation Date, ACK/NCK Status should read "SUCCESS" and the Message should read "PR Doc Successful delivered and inserted into SPS with obj\_id ####".

(3) If PR is Unsuccessful you will need to do a T-Code WE02 Display IDoc or T-Code WE09 Search for IDocs by Content.

b. STEP 2. In GFEBS use T-Code ME53N (Display Purchase Requisition) to determine the PO associated with the PR.

c. STEP 3. Click on "OTHER PURCHASE REQUISITION" button on the display header.

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d. STEP 4. A window will open; type in your PR Number and hit "ENTER". Be sure that in this window "PURCH REQUISTION" is selected.

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e. STEP 5. On the bottom of the screen in the "ITEM" section click on the "STATUS" tab.

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f. STEP 6. If you can't see that tab on the far right of the "ITEM" section click on the icon that looks like a folder with an arrow pointing down. Drop down menu will appear; select the "STATUS" option.

g. STEP 7. Here you will find the PO Number associated with that PR.

h. STEP 8. In order to process the Goods Receipt, covered in Chapter 4 of this SOP, you require an invoice. Contact Voucher Processing to see if there are any outstanding invoices for this PO.

### GOODS RECEIPT PROCESSING

4-1. Goods Receipt Processor. Goods Receipt Processor is the role required to process a Goods Receipt in GFEBS. The Goods Receipt Processor role replaces signing the SF 1449, Solicitation/Contract/ Order for Commercial Items or the DD Form 1155, Order for Supplies or Services, which were used in conjunction with the legacy system. GFEBS Goods Receipt processing has been phased out and must be completed in WAWF.

4-2. Wide Area Workflow (WAWF). System of Record to close out for all 2 in 1 and COMBO goods receipt for payment.

a. 2 in 1. Invoice and Goods Receipts combined as one document. Used for all Service Contracts.

b. COMBO. Invoice and Goods Receipt are separate. Used for all Goods and Maintenance.

4-3. Process in WAWF. Appendix F has the screen shots on how to create a Goods Receipt in WAWF. This process will be used for 2 in 1 or COMBO invoices.

#### 15 December 2020

The proponent office for this SOP is the United States Property & Fiscal Office Supply and Services Division, MNPF-SS. Users are invited to send comments and suggested improvements directly to ATTN: MNPF-SS, Watervliet Arsenal, 1 Buffington Street, Watervliet, NY 12189.

MICHAEL S. MURPHY COL, NGB USP&FO for New York

This publication is available on the USP&FO-NY Webpage, <a href="http://dmna.ny.gov/uspfo/?id=supp">http://dmna.ny.gov/uspfo/?id=supp</a>

# APPENDIX A

CREATE STANDARD GFEBS SPS PR



ENSURE THE GFEBS DODAAC DOCUMENT NUMBER IS ENTERED HERE





#### 15 December 2020



Enter Text for the contract to include GFEBS DODAAC document number







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# **APPENDIX B**

# **CREATE A SERVICE BASED PR IN GFEBS**

Army National Guard rotating	Create Purchase Requisition
• Cre froi 1.	ating Purchase Requests for services only has two differences na regular SPS Purchase Requisition Item Category of Dentered like below and Unit of AU:
2.	Item Category D requires that the Limits tab be filled out a) Overall Limit: Equals the total dollar amount of request b) Expected Value: Equals the total dollar amount of request C C C C C C C C C C C C C C C C C C C
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ARNG Comptroller 10/31/2014

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#### APPENDIX C

#### COMMON ERRORS ON SPS PRS

Listed below are the Most Common Errors found on PRs when processed in SPS:

# 1. Incorrect Line of Accounting. **SOLUTION: Requires total modification of PR and Contract**.

2. Items needed from multiple vendors on one PR – **SOLUTION: ONE PR PER VENDOR**.

3. Incomplete or Missing description of items needed.

SOLUTION: Ensure all information is clearly annotated in TEXT Box of GFEBS PR and in the item description to carry-over to SPS.

All Descriptions need to be on a Microsoft Word document or Excel spreadsheet so that it can be formatted/edited as necessary. Additional supporting documentation should be emailed to the Purchasing and Contracting group email: <u>ng.ny.nyarng.mbx.mnpf-pc@mail.mil</u>

4. Wrong Ship to address - Happens about 95% of the time. **SOLUTION: Ensure a clear destination address is annotated in the Tab.** 

5. PR not approved in GFEBS - We only get draft.

SOLUTION: These will need to be approved in GFEBS.

6. Wrong unit of issue (UI).

SOLUTION: Ensure all information is clearly annotated in TEXT Box of GFEBS PR and in the item description to carry-over to SPS. IF IN DOUBT, CONTACT P&C.

If the PR has already been processed, a PR modification will need to be made. Unit of issue for supplies = Each and PSC code MUST be a number Unit of Issue for services = Job and PSC MUST be an Alpha character.

7. Missing points of Contact.

SOLUTION: Ensure all information is clearly annotated in TEXT Box of GFEBS PR and in the Point of Contact TAB to carry-over to SPS.

#### APPENDIX D

#### CREATE GOODS RECEIPT IN WAWF





# CLICK ON CERTIFICATE LOGIN

# 15 December 2020

# SOP L-3



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OK

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# SOP L-3

#### 15 December 2020

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# 15 December 2020

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#### SOP L-3

# SOP L-3

#### 15 December 2020

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### 15 December 2020

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# ONCE YOU SEE THIS ... THEN YOUR DONE LOG OFF AND CALL OR EMAIL MNPF-VP.

#### APPENDIX E

#### New York Local Purchase Authorization Memo

1. This memorandum is a new requirement for all items that have a National Stock Number (NSN), whether supply is accountable, durable or expendable. The Supply Management Officer must validate that the supplies requested are authorized to be local purchased.

2. Steps to Complete Local Purchase Authorization Memo:

a. STEP 1. Purchase Request Number: this is generated upon saving your PR in GFEBS, input that number.

b. STEP 2. Description: Brief Description of Purchase and Line Item Number (LIN) if applicable and NSN.

c. STEP 3. Choose Box that applies to Purchase, if Army Enterprise System Integration Program (AESIP) non-standard stock number requested, input AESIP request number or MCN in #2, with justification.

d. STEP 4. In para 2 of memo, provide justification for purchase and LIN/NSN or MCN.

e. STEP 5. "Questions may be addressed to", annotate PBO POC information with phone number.

f. STEP 6. PBO signs and send to Supply Manager Officer for signature.

3. The Supply and Services Division POC that is approving the PR at L3 level will upload the memo to the GFEBS PR and L3.

#### DEPARTMENTS OF THE ARMY AND THE AIR FORCE NATIONAL GUARD BUREAU UNITED STATES PROPERTY AND FISCAL OFFICER FOR NEW YORK 330 OLD NISKAYUNA ROAD LATHAM, NEW YORK 12110-3514

MNPF-SS

Date:

SUBJECT: Local Purchase Authorization

To: USPFO-NY, Purchasing & Contracting

Purchase Request Number:\_\_\_\_\_

Description:\_\_\_\_\_

1. The Referenced purchase request has been approved for local purchase, IAW AR710-2, for the following reasons:

Request is a bona-fide urgent requirement and delivery from wholesale sources will not the urgent delivery requirement.

The DoDI 4140.01, DoD Supply Channing Materiel Management Policy; has AAC "K" or "L" or has otherwise granted authority to local purchase.

Item is not in FedLog and is a NS stock number in AESIP.

Local purchase is determined to be in the best interest of the Government in terms of quality, timeliness, and cost that best meet the requirement provided.

2. It is advantageous for the government to purchase the item locally for the following reasons:

3. If item is durable or Non-Expendable. PBO must approve and sign.

Questions may be addressed to \_\_\_\_\_, phone.

PBO

Supply Management Officer

PBO SIGNATURE BLOCK RANK, BRANCH (Work Phone) (Cell Phone) (Email) DEBORAH M. HOLSER Supply MGT Officer USP&FO-NY, Supply & Services Division DSN 489-3700, cml 518-272-3700 deborah.m.holser.civ@mail.mil