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UNITED STATES PROPERTY AND FISCAL OFFICER FOR NEW YORK  
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LATHAM, NEW YORK 12110-3514

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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## CHAPTER 1

## 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  |

## CHAPTER 2

## 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.

## CHAPTER 3

## 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) Local Purchase Authorization Memo. Supplies with a stock number (standard or non-standard in AESIP) require a Local Purchase Authorization Memo (Appendix F) attached to GFEBs PR.

(2) DA Form 3953. 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 MNCl after PBO approves.

2. MNCl 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.

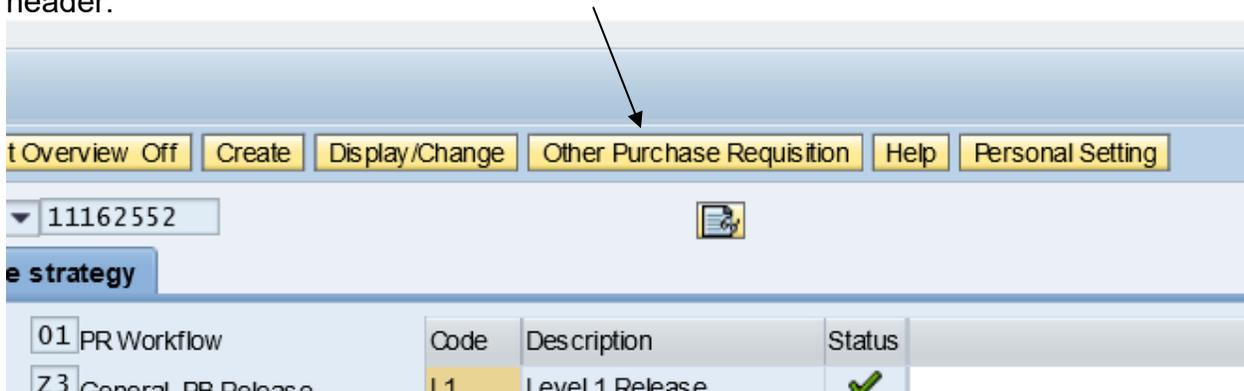
(1) Hit Enter, enter PR Number and Press Execute.

(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.

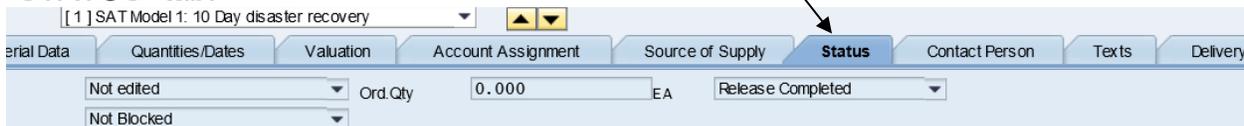
c. STEP 3. Click on "OTHER PURCHASE REQUISITION" button on the display header.



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



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



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.

## CHAPTER 4

## 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.

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.

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

## APPENDIX A

### CREATE STANDARD GFEBs SPS PR

#### ME51N Create SPS PR

- Used when entering Purchase Requests in GFEBs
- Select from the drop down SPS PR
- Enter under the Text Tab any information pertaining to the contract or copy and paste from any electronic document including the contract number and the GFEBs DODAAC document number

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**ENSURE THE GFEBs DODAAC DOCUMENT NUMBER IS ENTERED HERE**

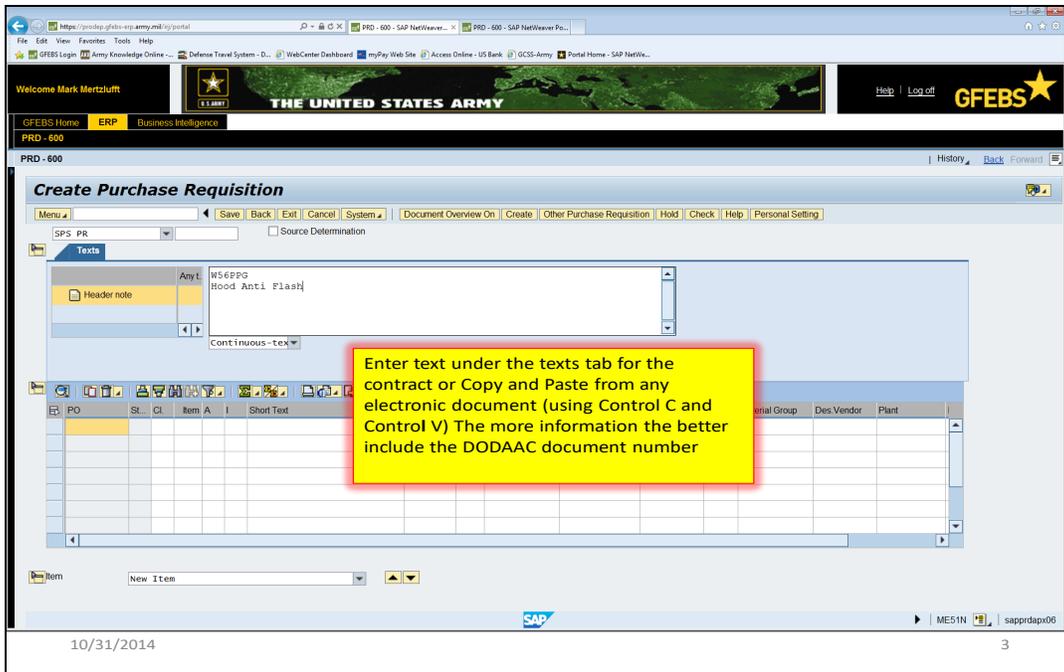
#### ME51N Create SPS PR

The screenshot shows the SAP ME51N 'Create Purchase Requisition' interface. A yellow callout box points to the 'SPS\_PR' dropdown menu, with the text 'Select SPS PR when entering for a contract'. Below the dropdown is a table with the following columns: SPS PR, Valuation Price, Total Value, Deliv. Date, PGR, Material Group, Des. Vendor, and Plant. The table is currently empty.

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**Select from the drop down "SPS PR"**



Enter Text for the contract to include GFEB5 DODAAC document number

## ME51N Create SPS PR



### ME51N Create SPS PR

- Key in the Item number (1, 2, 3) and in field A (Acct. Assignment Code). Use the drop down feature and select cost center, order, project. Account Assignment Category will be "F" if Internal Order is required. (In this example F was selected for order.)
- Enter a short text (this is a space limited field)
- Under Quantity field enter the quantity amount.
- Enter a delivery date material is required
- Enter a material group by using the drop down selection (this is usually a match to the commitment item (EOR)
- Enter 2PQ in the PGR (Purchasing Group) for NY ARNG location. Enter a Plant code USNY.
- In the tracking field enter your Initials and the last 4 digits of your phone extension. If this number is always entered in the tracking field you can easily pull all PR'S that you have created.
- Hit Enter at this time so the system will save the data already entered.

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### ME51N Create SPS PR

The screenshot shows the SAP ME51N 'Create Purchase Requisition' form. The main table contains the following data:

Item A	Short Text	Quantity	Unit	Valuation Price	Total Value	Deliv. Date	PGR	Material Group	Des. Vendor	Plant	POC	Requir.
1	Hood Anti Flash	500	EA	21.99	10,995.00	10/28/2015	2PQ	01E OrgCdnE.gpN		USP&FQ-New Y ARMY	W56PQG	

Below the table, the 'Customer Data' tab is active, showing the 'POC Info Approving Officer' section. A yellow callout box with the text 'Enter in your POC information' points to this section. The 'General' section shows 'SRN' as 'W56PQG' and 'MPR' as 'Amendment #'. The 'Funding Modification Information' section is also visible.

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Go to the Customer Data Tab

## ME51N Create SPS PR

The screenshot displays the SAP ME51N 'Create Purchase Requisition' interface. At the top, there is a navigation bar with 'GFEBS Home', 'ERP', and 'Business Intelligence' tabs. Below this, the 'Create Purchase Requisition' form is visible, including a 'Header' section with a table of items and a 'Item' section with various tabs like 'Material Data', 'Quantities/Dates', 'Valuation', etc. A yellow callout box with the text 'Click the L3 Property Book box' points to the 'L3 Property Book' checkbox in the 'Approval Steps' section of the 'Item' tab.

Item	Short Text	Quantity	Unit	Valuation Price	Total Value	Entry Date	PO	Material Group	Des./Vendor	Plant	PCDg	Requestor
1	Hood Anti Flash	500.000	EA	21.99	10,995.00	02/28/2015	2PK	OIE.Org/0208EPM		USP&FO-New Y ARMY		WSPPPG

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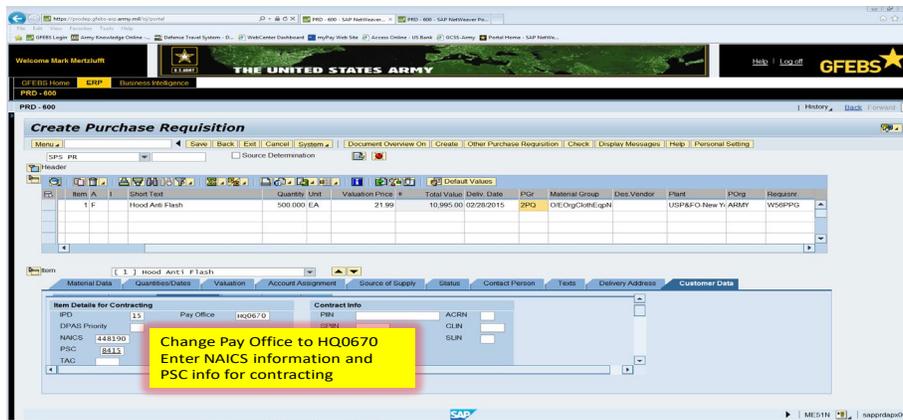
## ME51N Create SPS PR

- Go to the Customer Data Tab
- Then to the PR General Tab
- Enter your POC information
- Enter in SRN Field (any number since this will be changed to the GFEBS PR Document number after completion of this entry)
- Go to the Workflow Tab
- Enter your GFEBS Workflow DODAAC in the Requestor DODAAC field
- Select L1, L3 and L4 approval steps (L2 for Lodging and Class I)
- Go to the Contract Tab
- Enter the NAICS (use the drop down)
- Enter the FSC (use the link <http://www.usabid.com/resources/tables/pscs/>) for lookup

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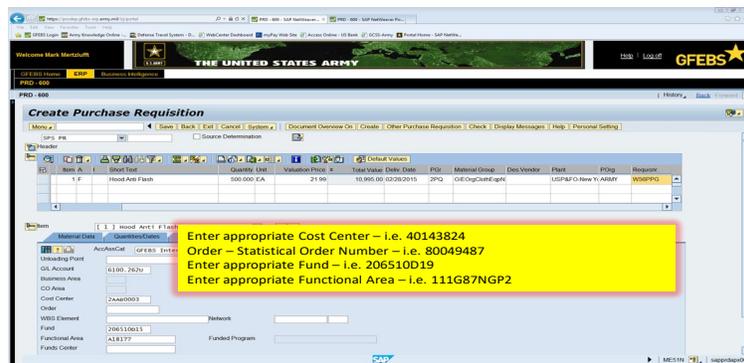
### ME51N Create SPS PR



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### ME51N Create SPS PR



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#### Account Assignment Tab

The G/L Account should default from the Material Group tab entry

Enter in the Cost Center Field

Enter in the Order – Statistical Order Number for ISR tracking

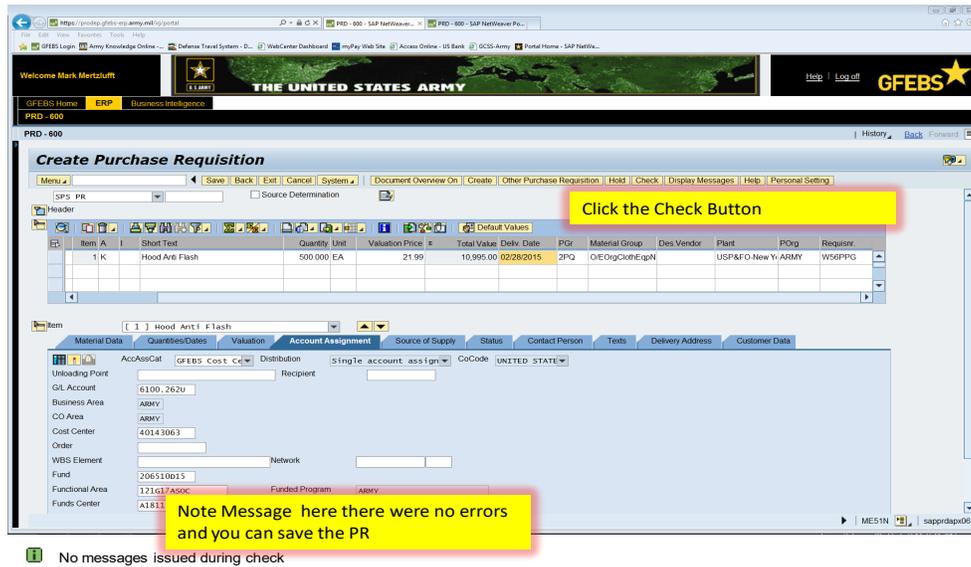
Enter the WBS (if applicable)

Enter in the Fund 206510D19 (example)

Enter in the Functional Area (the appropriate AMSCO/MDEP)

All other fields should default

Click the check button  
 Note bottom of screen if there are any messages that may require further entry.  
 Then Save. The system will give you a PR Document Number 100XXXXX

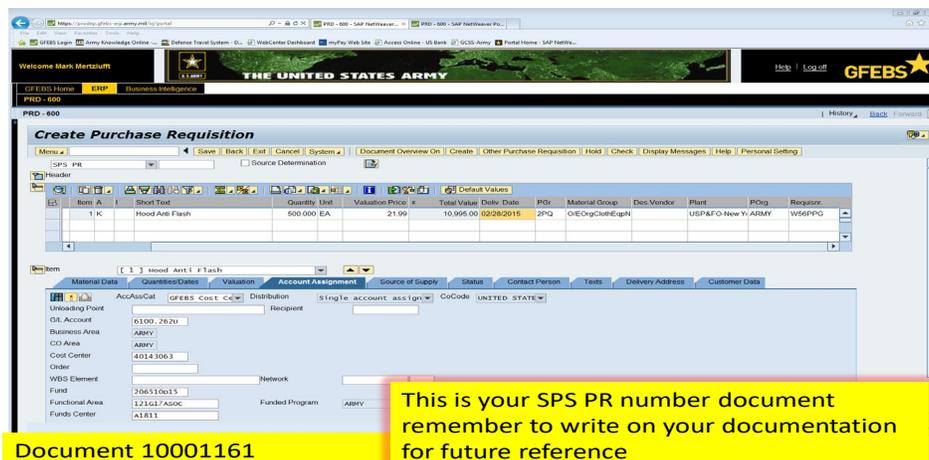


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- Click the check button  
 Note bottom of screen if there are any messages that may require further entry.  
 Then Save

### ME51N Create SPS PR



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Ensure you write down your SPS PR Number

### ME51N Create SPS PR

- Go to ME52N (to change the Customer Data/PR Gen/SRN field to add your GFEBS PR Document)
- Most of the time the system will default in your last entered PR.
- If the system did not populate the correct PR then click on Other Purchase Requisition and enter in the PR Number to change.

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### ME51N Create SPS PR

Check to see if correct PR # defaulted

If it did not then

Click on Other Purchase Requisition

Item	Short Text	Quantity	Unit	Valuation Price	Total Value	Deliv. Date	PGI	Material Group	Des Vendor	Plant	PCOrg	Requision
1 K	Hood Anti Flash	500.000	EA	21.99	10,995.00	02/28/2015	2PG	OIEOrgClobEqn		USP&FO-New Y/ARMY		W56PPG

Material Data: [ 1 ] Hood Anti Flash

Account Assignment: GFEBS Cost Cc

Unloading Point: Recipient

GL Account: 6100-2620

Business Area: ABRY

CO Area: ABRY

Cost Center: 40143063

Order: \_\_\_\_\_

WBS Element: \_\_\_\_\_ Network: \_\_\_\_\_

Fund: 206510015

Functional Area: 12101 ASSC Funded Program: ABRY

Funds Center: A1811

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## ME51N Create SPS PR

The screenshot shows the SAP GFEBS interface for displaying a purchase requisition. The main title is "Display Purchase Req. 10533934". Below the title, there is a "Select Document" section with a search field containing "10533934". A table below shows the requisition details:

Valuation Price	Total Value	Deliv. Date	PGI	Material Group	Des Vendor	Plant	PGI
21.99	10,996.00	07/30/2014	ZPG	O/EOrgContEqm	USPMFO	New Y, AR	
	10,996.00						

Below the table, there is a "Material Data" section with various fields for account assignment, distribution, and source of supply. The "Material Data" section includes fields for Unloading Point, GL Account, Business Area, CO Area, Cost Center, Order, WBS Element, Fund, Functional Area, and Funds Center.

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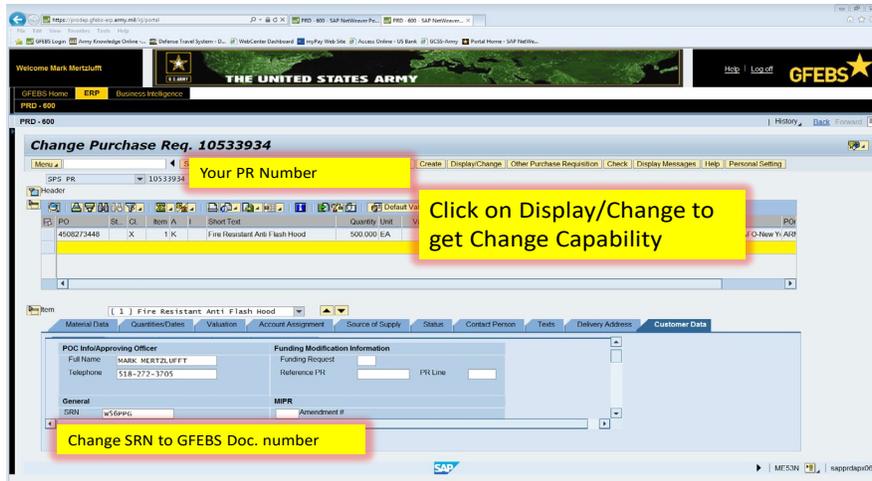
## Change PR – Add Attachments

- Click on Other Purchase Req. Icon. Key in the PR you just entered and save  
Example: 10001161
- Hit enter The system will pull up that PR number (10001161)
- To add your attachments-Click on Services for Object
  - All files are required to be .pdf
  - Attachments should be DA3953 completed; LOJ; NY Local Purchase memo
- Drop down, select Create/Create Attachment
- Import File and Upload
- Go to Customer Data Tab
- Then the PR General Tab
- Go to the SRN Field and change to the GFEBS PR Document number (10001161)
- Then Save.
- You have completed the entry for an SPS PR in GFEBS.

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### ME51N Create SPS PR



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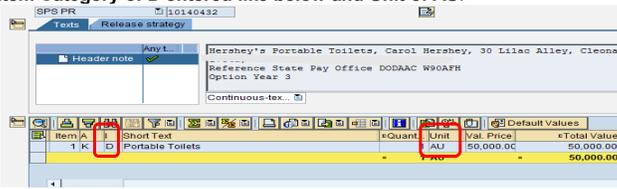
## APPENDIX B

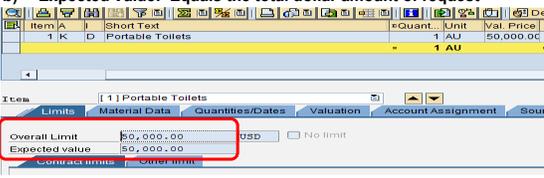
### CREATE A SERVICE BASED PR IN GFEB5



## Create Purchase Requisition



- **Creating Purchase Requests for services only has two differences from a regular SPS Purchase Requisition**
  1. **Item Category of D entered like below and Unit of AU:**


The screenshot shows the 'Item Entry' screen for a purchase requisition. The 'Item Category' is set to 'D' and the 'Unit' is set to 'AU'. The item description is 'Portable Toilets' with a quantity of 1 and a unit price of 50,000.00, resulting in a total value of 50,000.00.
  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

The screenshot shows the 'Limits' tab for the item. The 'Overall Limit' and 'Expected Value' are both set to 50,000.00 USD. The 'Contract limits' are set to 'Other limit'.

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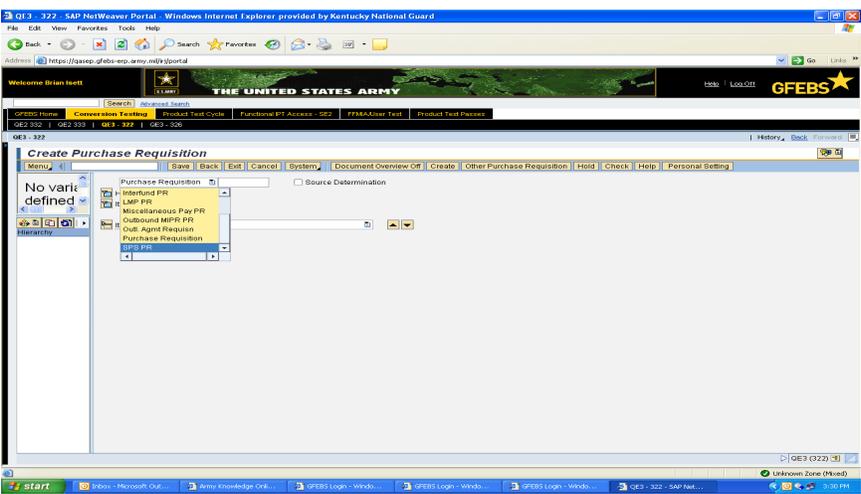
9



## Create PR cont.



Enter transaction **ME51N** and select **SPS PR** from document type drop down



The screenshot shows the GFEB5 ME51N transaction screen. The 'Purchase Requisition' dropdown menu is open, and 'SPS PR' is selected. The screen displays various options for creating a purchase requisition, including 'Interfund PR', 'LAP PR', 'Miscellaneous Pay PR', 'Outbound MPR PR', 'Out. Agred Requisition', and 'Purchase Requisition'.

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## Create PR Cont. (Header Data)



Enter Header Data with pertinent information for the service being requested.

Source Determination

Header note

Any L...  
 Hershey Portable Toilets, Carol Hershey, 30 Lilac Alley, Cleona, PA  
 SFC Emmanuel  
 717-861-1234  
 Option Year 3  
 Continuous-tex...

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## Create PR Cont. (Item Overview)



**Required Fields:**

1. **Account Assignment:** U – Unfunded, K – Cost Center, P – Project (WBS)
2. **Item Category** – since this is service, D will be used. All other purchases this is left blank
3. **Short Text** - short description of service being requested
4. **Quantity** - for service, quantity will always be 1
5. **Un** – for service, unit of measure will always be AU
6. **Plant** – State's assigned Plant
7. **Delivery Date** – Date services being requested
8. **PGr (Purchasing Group)** – last 3 characters of contracting Dodaac
9. **Matl Group** – Element of Resource (EOR)
10. **Porg (Purchasing Organization)** - Army
11. **Requisnr** – Person entering the purchase request

**Create Purchase Requisition**

Menu
Save Back Exit Cancel System
Document Overview On Create Other Purchase Requisition Check Display Messages Help More

Source Determination

Item A	Short Text	Quantity	Un	Val. Price	Total Value	Pint	Deliv Date	PGr	Matl Group	POrg	Requisnr	PO	UFRN
1K	D Portable Toilets	1	AU	0.00	0.00	USPA	04/23/2012	2KC	260B	ARMY	LEmanuel		

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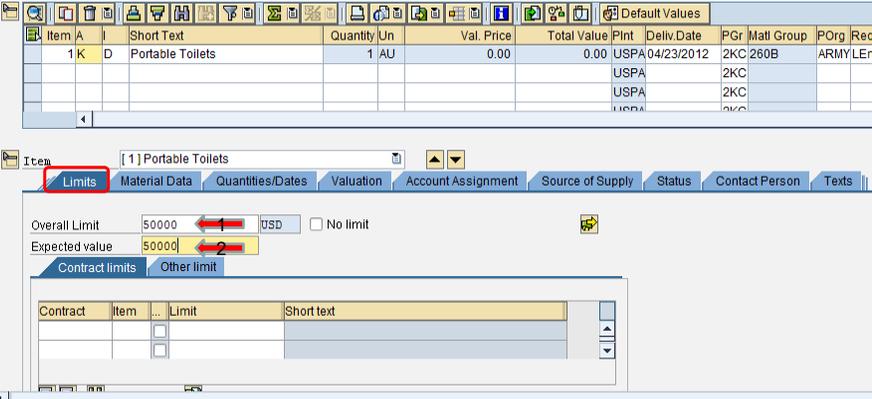
## Create PR Cont. (Item Detail Section)



Go to the Limits Tab and fill out the following fields:

- Overall Limit** – Total Value of service request
- Expected Value** – Total value of service request

After fields are populated hit enter.



Contract	Item	Limit	Short text

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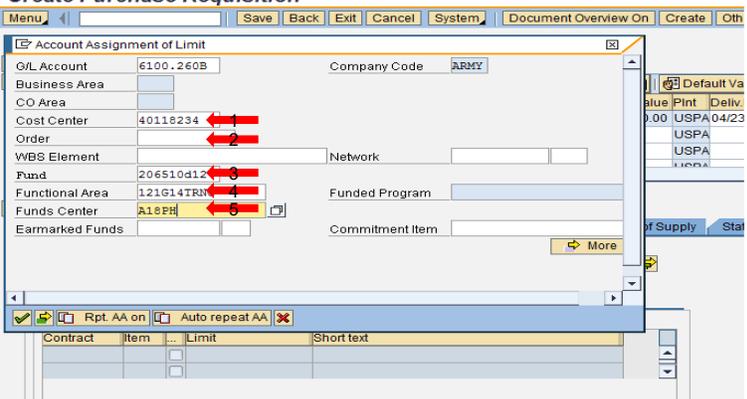
## Create PR Cont.



Account Assignment Pop Up box will appear, fill out the following fields:

- Cost Center**
- Order (SIO Tracking only if applicable)**
- Fund (2065 – Appr/10 Base/OCO D21-Year) 206510D21**
- Functional Area**
- Fund Center**

After fields are populated, click the green check mark



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## Create PR Cont.



Go to Customer Data Tab:

QE4-332\_EXT

**Create Purchase Requisition**

Menu | Save | Back | Exit | Cancel | System | Document Overview On | Create | Other Purchase Requisition | Check | Dis

SPS PR   Source Determination

Header

St	Cl	Item	Mat	Req	Date	Short Text	Quantity	Un	Plnt	Val	Price	Total Value	PO	Deliv	Date	UFRN	User
		1K	D			Portable Toilets	1	AU	USPA	0.00		0.00		04/23/2012			
									USPA								
									USPA								
									USPA								

Item: [ 1 ] Portable Toilets

Quantities/Dates | Valuation | Source of Supply | Status | Contact Person | Texts | Delivery Address | **Customer Data**

PR Gen | Workflow | Contracts | GPC | LMP | TFO

POC Info/Approving Officer

Full Name

Telephone

Funding Modification Information

Funding Request

Reference PR  PR Line

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## Create PR Cont.



In the PR Gen tab, the following information is required:

1. POC Full Name
2. POC Telephone
3. SRN – Standard Reference number

Item: [ 1 ] Portable Toilets

Quantities/Dates | Valuation | Source of Supply | Status | Contact Person | Texts | Delivery Address | Customer Data

PR Gen | Workflow | Contracts | GPC | LMP | TFO

POC Info/Approving Officer

Full Name  ← 1

Telephone  ← 2

Funding Modification Information

Funding Request

Reference PR  PR Line

Quantities/Dates | Valuation | Source of Supply | Status | Contact Person | Texts | Delivery Address | Customer Data

General

SRN  ← 3

DUID

CFDA

Sys ID

MIPR

Amendment #

InterService Supply Support Program

Interservice Screening

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## Create PR Cont.



Click on the Workflow Tab; fill out required fields:

1. Requester/Approval DoDAAC – designates approval routing
2. Select L3 approval check boxes – this will make the PR goes through the required three levels of approval. L1 and L4 are defaulted for you.

Quantities/Dates   Valuation   Source of Supply   Status   Contact Person   Texts   Delivery Address   Customer Data

PR Gen   **Workflow**   Contracts   GPC   LMP   TFO

**PR Routing Keys**

Requester/Approval DoDAAC: W25KYC ← 1

Approval Code:

**Approval Steps**

L1 Supervisor    L7 Safety

L2 IT/Program Manager    L8 Cardholder

L3 Property Book    L4 Funds Certifier

---

**ARNG Comptroller**

10/31/2014 17



## Create PR Cont.



Click on the Contracts tab; fill out required fields:

1. Ensure the Pay Office DoDAAC is HQ0670
2. NAICS – North American Industry Classification System  
- Refer to <http://www.naics.com/search.htm> to search for NAICS code
3. POP Start Date and POP Stop Date – this is not a required field but if the request is for a period of performance populate the dates here

Quantities/Dates   Valuation   Source of Supply   Status   Contact Person   Texts   Delivery Address   Customer Data

PR Gen   Workflow   **Contracts**   GPC   LMP   TFO

**Item Details for Contracting**

IPD: IS   Pay Office: HQ0670 ← 1

DPAS Priority:

NAICS: 561210 ← 2

FSC:    POP Start Date:

TAC:    POP Stop Date:

**Contract Info**

PIIN:    ACRN:

SPIIN:    CLIN:

MOD:    SLIN:

**\*\*You are now ready to save your document. Click save and your Purchase Request will be generated.**

---

**ARNG Comptroller**

10/31/2014



## Purchase Order Created



- P&C awards the contract using GFEBs Pay Office DODAAC of HQ0670 and a Service FSC
- Purchase Order Created with item category of D and the Goods Receipt indicator checked

SPS PO - US Dollars 4503169444 Vendor 1HTC9 HERSHEY'S PORTABLE TOC Doc. date 04/05/2012

Item	A	Material	Short Text	PO Quantity	O	Deliv. Date	Net Price	Curr.
10	K	D	Portable Toilets	1 AU		02/16/2012	50,000.00 USD	

Item: [ 10 ] Portable Toilets

Overdeliv. Tol. 0.0 %  Unlimited

1st Rem./Exped. 0  Goods Receipt  
2nd Rem./Exped. 0  GR Non-Valuated  
3rd Rem./Exped. 0  
No. Exped 0

Bars 4503169444 Vendor 1HTC9 HERSHEY'S PORTABLE TOC Doc. date 04

Your Reference: HQ0670

**\*\*Data shown via transaction ME23N**

**ARNG Comptroller**  
10/31/201419

## 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: [ng.ny.nyarnq.mbx.mnpf-pc@mail.mil](mailto:ng.ny.nyarnq.mbx.mnpf-pc@mail.mil)**

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**

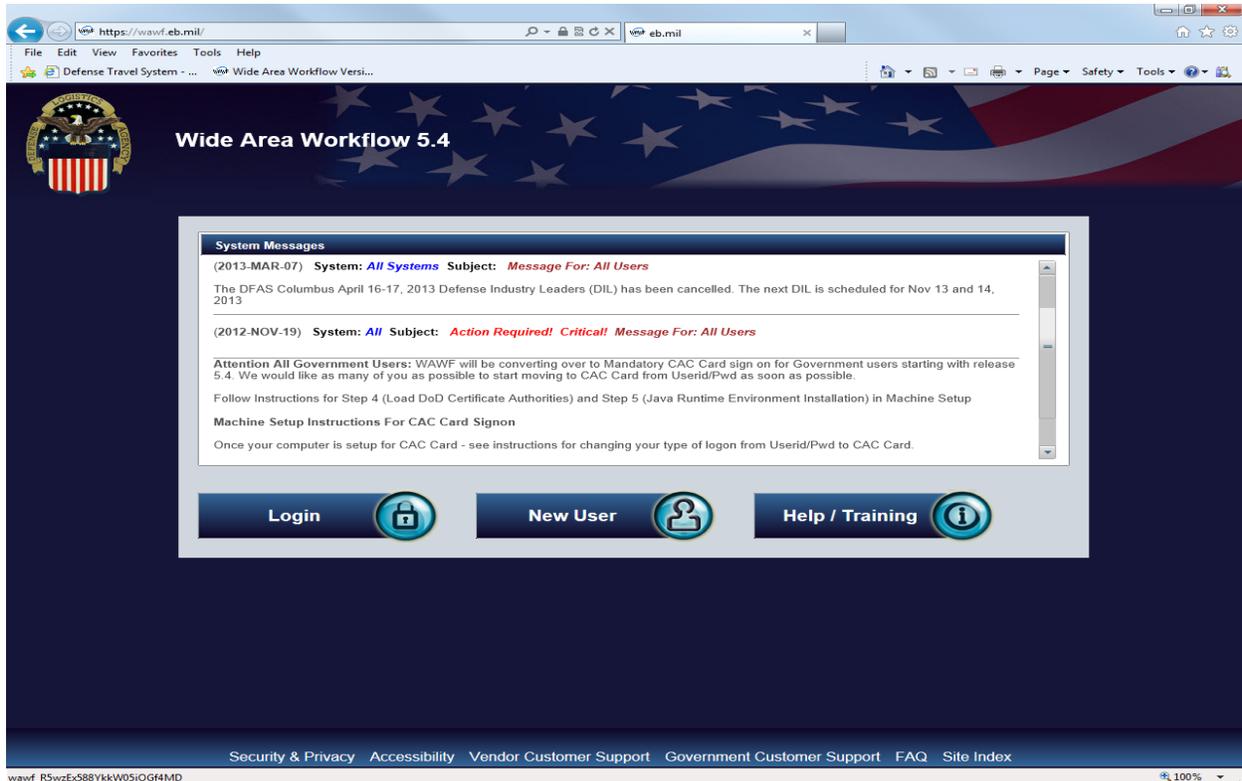
**Unit of Issue for services = Job and PSC MUST be an Alpha character.**

7. Missing points of Contact.

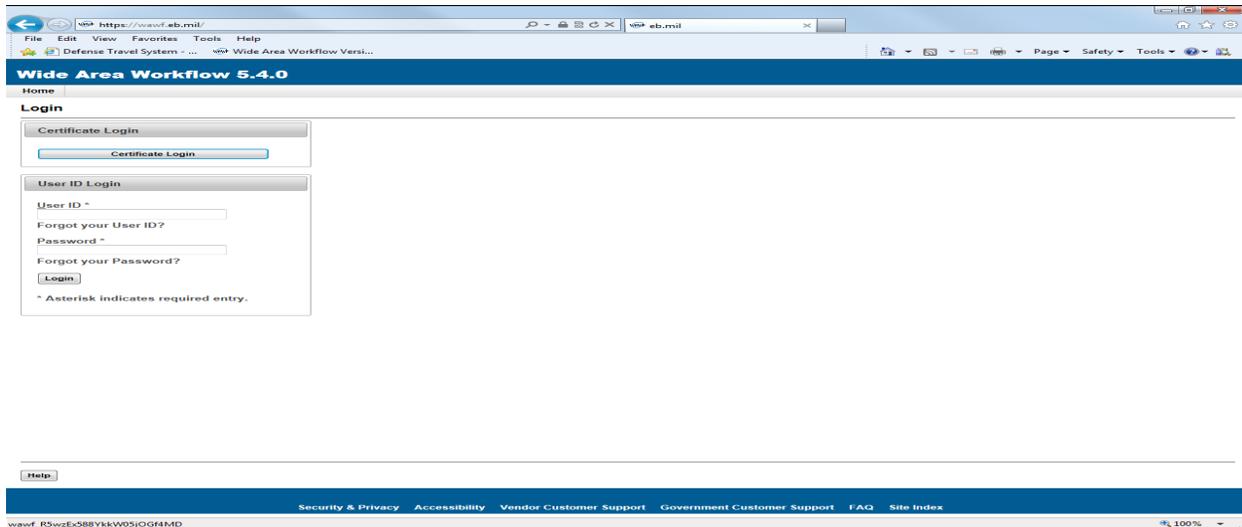
**SOLUTION: Ensure all information is clearly annotated in TEXT Box of GFEBS PR and in the Point of Contact TAB to carry-over to SPS.**

APPENDIX D

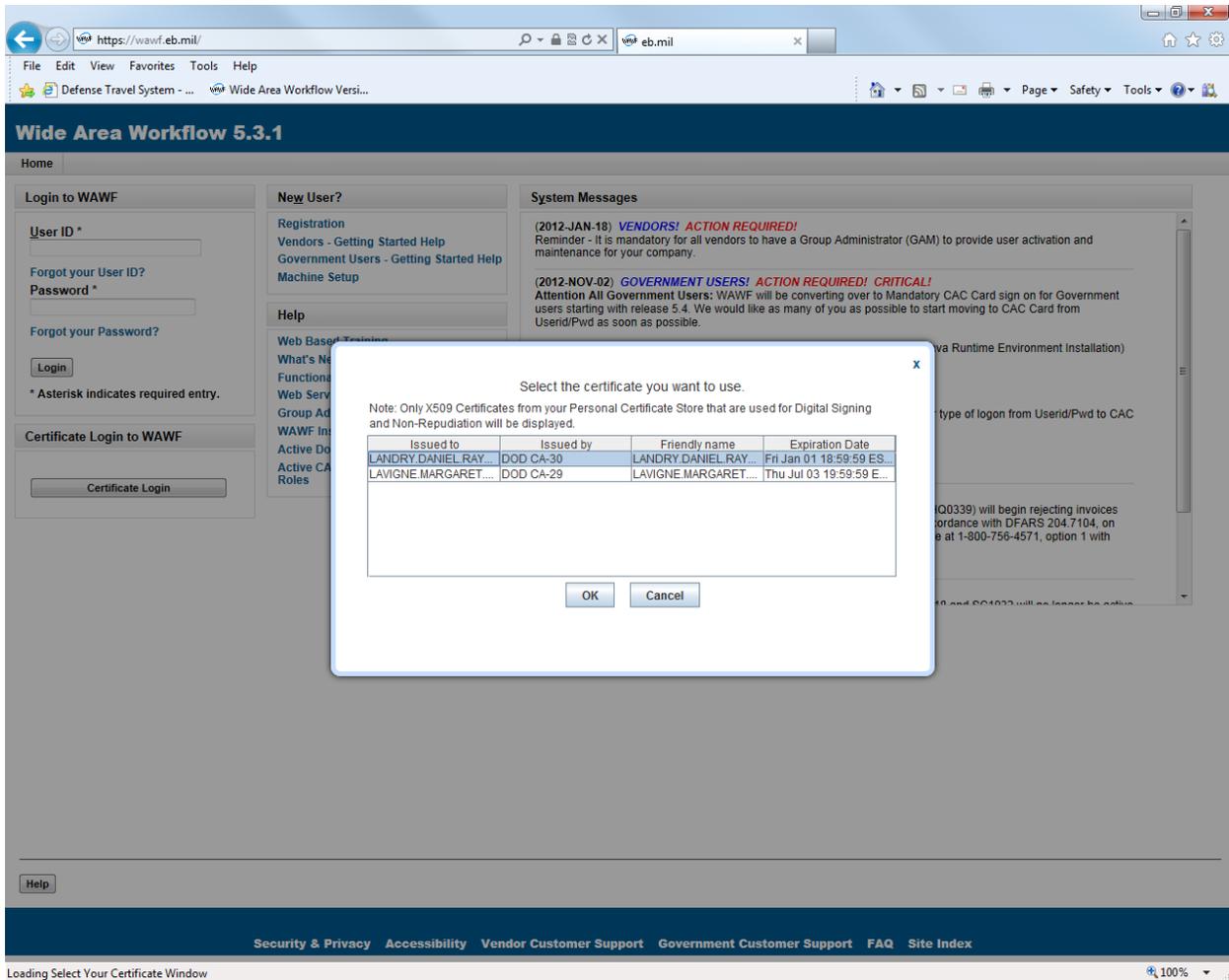
CREATE GOODS RECEIPT IN WAWF



CLICK ON LOG IN

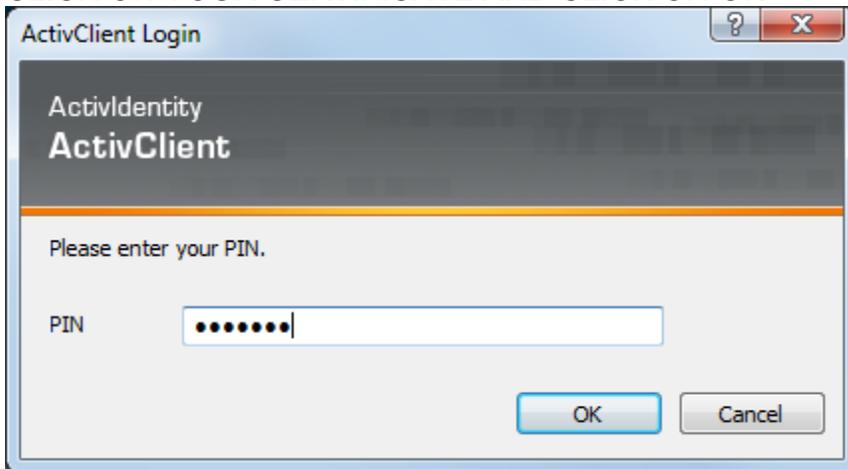


CLICK ON CERTIFICATE LOGIN

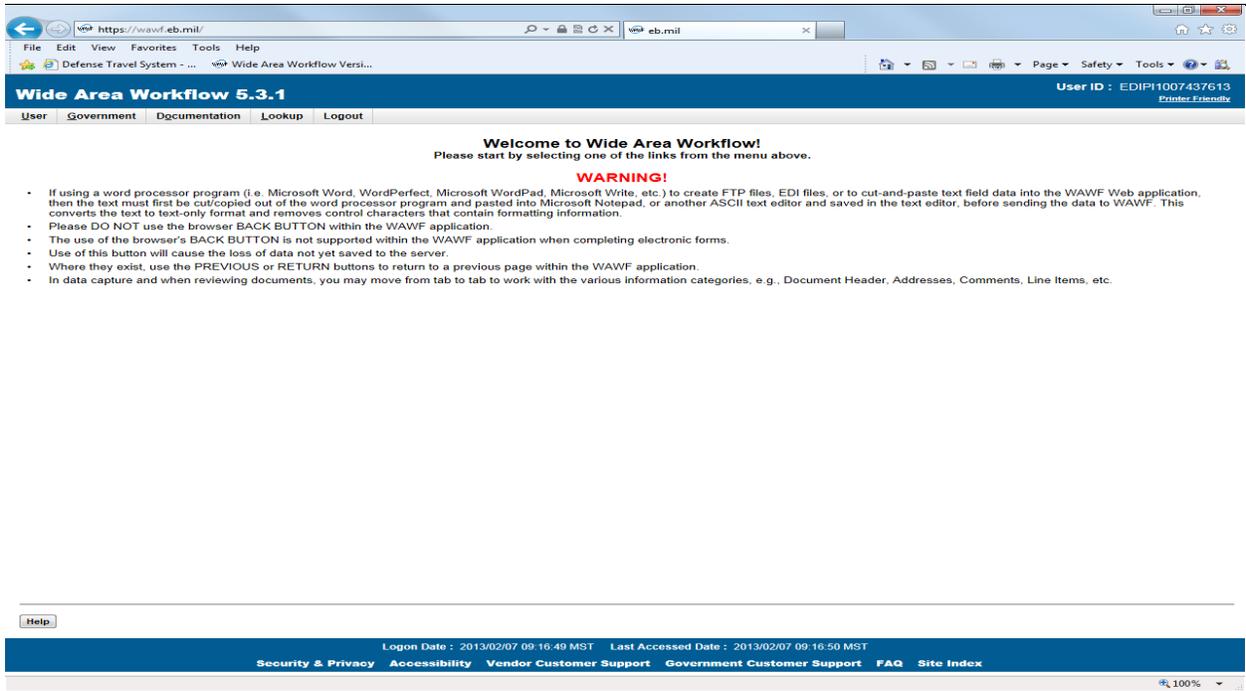


Loading Select Your Certificate Window

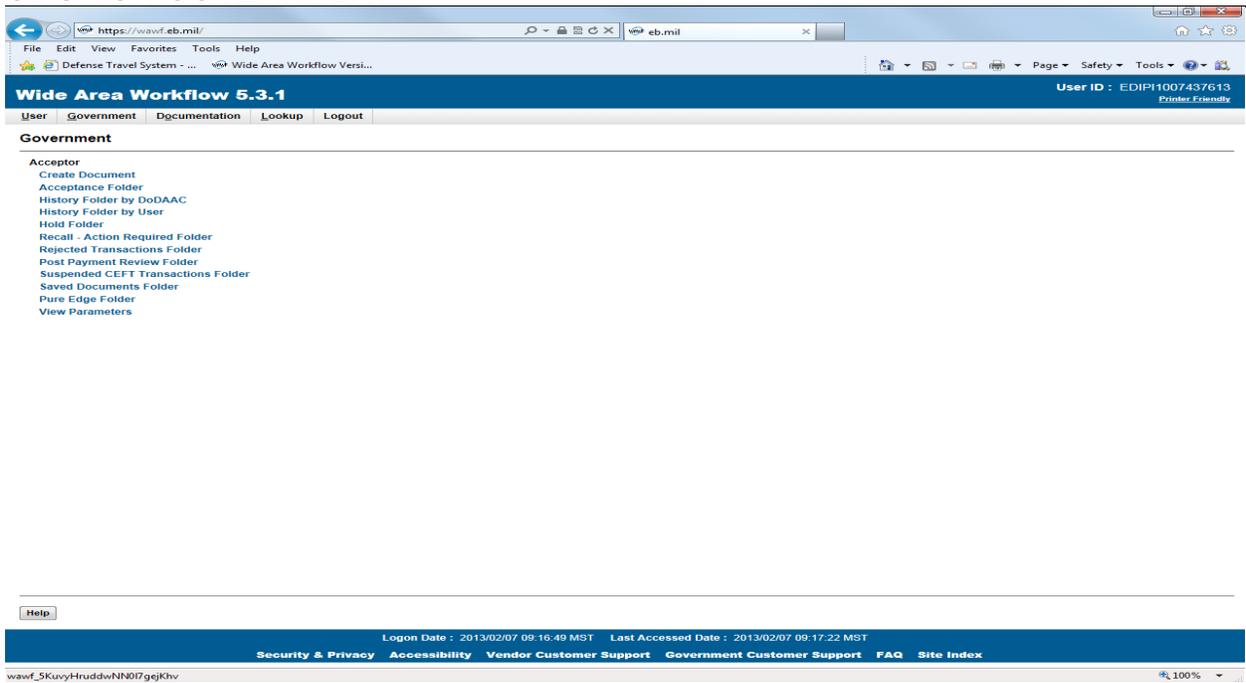
CLICK ON YOUR CERTIFICATE AND CLICK ON OK



PIN NUMBER AND OK



CLICK ON GOVERNMENT



CLICK ON ACCEPTANCE FOLDER

**Wide Area Workflow 5.3.1** User ID : EDIP1007437613  
Printer Friendly

User Government Documentation Lookup Logout

**Search Criteria - Acceptance Folder**

**FOUO - Privacy Sensitive:**  
*Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.*

DoDAAC \*  
W90HT8

Contract Number Delivery Order

Vendor (Payee) / Vendor (Payee) Extension Ship From / Ship From Extension

Shipment No. Invoice Number

SSN / Confirm SSN Tax Id (EIN)

Type Document Status  
All Documents All Documents

Create / Update Date (YYYY/MM/DD) Create / Update Date End (YYYY/MM/DD)  
2013/01/08 2013/02/07

Acceptance Date (YYYY/MM/DD) Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD) Invoice Received Date End (YYYY/MM/DD)

Estimated Delivery Date (YYYY/MM/DD) Estimated Delivery Date End (YYYY/MM/DD)

Result Size Result Font  
20 items 13px

Submit Help

Logon Date : 2013/02/07 09:16:49 MST Last Accessed Date : 2013/02/07 09:17:49 MST

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ Site Index

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IF YOUR DODAAC DOES NOT DEFAULT THEN SELECT IT FROM THE DROP DOWN.  
IN THE CREATE/UPDATE DATE SELECT THE DATE YOU WANT TO SEARCH FROM AND CLICK ON SUBMIT.

**Wide Area Workflow 5.3.1** User ID : EDIP1007437613  
Printer Friendly

User Government Documentation Lookup Logout

**Acceptance Folder for 'W90HT8' (4 items, sorted by Contract Number Descending)**

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold
1	Combo D/D	1HWU7	968904698			W91RUS11A0006	1ST8	2837006831	2013-02-06	2012-12-01		Submitted		H
2	Combo D/D	1HWU7	968904698			W91RUS11A0006	1ST8	2851460607	2013-02-06	2013-01-01		Submitted		H
3	Combo D/D	1HWU7	968904698			W91RUS11A0006	1ST8	2865909807	2013-02-06	2013-02-01		Submitted		H
4	Combo D/D	3CLK6	003548489	7855		W91RUS11A0007	1ST8	287241533880X02022013	2013-02-04	2013-02-04		Submitted		H

[ ] Shipment [ ] Invoice

Return Help

Logon Date : 2013/02/07 09:16:49 MST Last Accessed Date : 2013/02/07 09:18:20 MST

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ Site Index

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DOUBLE CLICK ON THE BLUE SHIPMENT NUMBER

The screenshot shows the 'Wide Area Workflow 5.3.1' application interface. At the top, there is a navigation bar with 'User ID: EDIP11007437613' and 'Printer Friendly'. Below this is a menu bar with 'User', 'Government', 'Documentation', 'Lookup', and 'Logout'. The main content area is titled 'Accepter - Receiving Report' and features several tabs: 'Header', 'Line Item', 'ACRNs', 'Addresses', 'Misc. Info', and 'Preview Document'. The 'Header' tab is active, displaying a warning: 'WARNING: This document was created as a COMBO. If rejecting to Initiator, the associated document should be reviewed for potential changes.' Below the warning is a table with the following data:

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Inspection Point	Acceptance Point
DoD Contract (FAR)	W91RUS11A0006	1ST8		2012/08/24	D	D
Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date	Supplies	Service	
2837006831	2012/12/01	N				
Invoice Number	Invoice Date	Final Invoice				
2837006831	2013/02/06	N				
Submit Transportation Data Later	TCN	Gross Weight	Transportation Method/Type	Serial Shipping Container Code	FOB	
<input type="checkbox"/>					S	
Transportation Leg	Standard Carrier Alpha Code	Bill of Lading Number	Bill of Lading Type			
Secondary Transportation Tracking Number	Tracking Type	Tracking Description				
Hazardous Material	Refrigerated	Perishable				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Summary of Detail Level Information						Total (\$)
2 CLIN/SLIN(s)						236.27
Routing Information						
Role	Location Code	Extension	Name			
Payee	1HWU7		CELLCO PARTNERSHIP			
Pay Official	HQ0670		DFAS-INDY VP GFEB5 ARNG			
Admin	W912LN		W7N4 USPFO ACTIVITY VT ARNG			
Issue By	W912LN		W7N4 USPFO ACTIVITY VT ARNG			
Ship To	W90HT8		W8BF VTARNG ELEMENT, JF HQ			
Accept By	W90HT8		W8BF VTARNG ELEMENT, JF HQ			

At the bottom of the page, there is a status bar with 'Logon Date: 2013/02/07 09:16:49 MST' and 'Last Accessed Date: 2013/02/07 09:20:40 MST'. A footer contains links for 'Security & Privacy', 'Accessibility', 'Vendor Customer Support', 'Government Customer Support', 'FAQ', and 'Site Index'. The browser address bar shows 'https://wawf.eb.mil/' and the page title is 'Wide Area Workflow Ver...'. The browser tabs include 'Defense Travel System' and 'Wide Area Workflow Ver...'. The browser status bar shows 'wawf\_5KuyyHruddwNN017gqjKhv' and '100%' zoom level.

SCREEN WILL DEFAULT TO HEADER TAB... YOU NEED TO SELECT THE "LINE ITEM TAB" JUST CLICK ON IT

**Wide Area Workflow 5.5.0** User ID: EDIP1007516025

User: Government Documentation Lookup Logout

**Acceptor - Receiving Report**

Header Line Item ACRNs Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
W912J813D4002	ZT01		VTZT01C0214	VTZT01C0214	D	D

\* = Required Fields

Item No.	Stock Part No.	Type	Qty. Shipped	NSP	Unit of Measure	UoM Code	Unit Price (\$)	Qty. Received *	Qty. Accepted *	Amount (\$)
0001AA	R699	FT	1		Each	EA	8649.15			8649.15

AAI SDN ACRN Multiple Box Pack PR Number

Hazardous Material Refrigerated Perishable PDDR/SDR Report GFE Advice Code

Type Designation Method

Type Designation Value

Description  
Labor Instructor Writer FA 30

Save Draft Document Help

Login Date: 2014/03/07 11:52:32 MST Last Accessed Date: 2014/03/07 11:53:09 MST

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ Site Index

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Page: 3 of 3 Words: 0 147%

IF YOU AGREE AND INPUT YOUR QUANTITY IN "RECEIVED AND QUANTITY ACCEPTED"  
 IF YOU DISAGREE CALL MNPf-VP OR EMAIL SO IT CAN BE REJECTED.  
 NOW YOU NEED TO UPLOAD YOUR DD250 OR THE SIGNED CONTRACT. CLICK ON THE MISC TAB.  
 SCROLL DOWN AND CLICK ON THE BLUE "ADD ATTACHMENTS" AND UPLOAD SIGNED PAPERWORK.  
 CLICK ON THE HEADER TAB.



**Wide Area Workflow 5.3.1** User ID : EDIP11007437613

**Accepting - Receiving Report**

Transportation Leg: Standard Carrier Alpha Code, Bill of Lading Number, Bill of Lading Type

Secondary Transportation Tracking Number, Tracking Type, Tracking Description

Hazardous Material, Refrigerated, Perishable

Summary of Detail Level Information: 2 CLIN/SLIN(s), Total (\$) 236.27

Routing Information:

Role	Location Code	Extension	Name
Payee	1HWU7		CELLCO PARTNERSHIP
Pay Official	HQ0670		DFAS-INDY VP GFEB5 ARNG
Admin	W912LN		W7N4 USPFO ACTIVITY VT ARNG
Issue By	W912LN		W7N4 USPFO ACTIVITY VT ARNG
Ship To	W90HT8		W8BF VTARNG ELEMENT, JF HQ
Accept By	W90HT8		W8BF VTARNG ELEMENT, JF HQ

\* = Required Fields  
ACTION BY: W90HT8

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

CQA  
 Acceptance  
 Reject to Initiator

Date Received: 2013/02/06  
 Acceptance Date: 2013/02/06

Certificate Signature  
 Signature Of Authorized Government Representative  
 Submit Without Preview

Logon Date : 2013/02/07 09:16:49 MST Last Accessed Date : 2013/02/07 09:27:04 MST

**Wide Area Workflow 5.3.1** User ID : EDIP11007437613

**Accepting - Receiving Report**

WARNING: This document was created as a COMBO. If rejecting to initiator, the associated document should be reviewed for potential changes.

Contract Number Type, Contract Number, Delivery Order, Reference Procurement Identifier, Issue Date, Inspection Point, Acceptance Point

DoD Contract (FAR) W91RUS11A0006 1ST8 2012/08/24 D D

Shipment Number, Shipment Date, Final Shipment, Estimated Delivery Date, Supplies, Service

2837006831 2013/02/06

Invoice Number, Final Invoice

2837006831 N

Submit Transportation Data Later

Shipping Container Code, FOB

S

Transportation Leg, Bill of Lading Type

Secondary Transportation Tracking Number, Tracking Description

Hazardous Material, Perishable

Summary of Detail Level Information: 2 CLIN/SLIN(s), Total (\$) 236.27

Routing Information:

Role	Location Code	Extension	Name
Payee	1HWU7		CELLCO PARTNERSHIP
Pay Official	HQ0670		DFAS-INDY VP GFEB5 ARNG
Admin	W912LN		W7N4 USPFO ACTIVITY VT ARNG
Issue By	W912LN		W7N4 USPFO ACTIVITY VT ARNG
Ship To	W90HT8		W8BF VTARNG ELEMENT, JF HQ
Accept By	W90HT8		W8BF VTARNG ELEMENT, JF HQ

\* = Required Fields  
ACTION BY: W90HT8

Logon Date : 2013/02/07 09:16:49 MST Last Accessed Date : 2013/02/07 09:27:22 MST

Select the certificate you want to use.

Note: Only X509 Certificates from your Personal Certificate Store that are used for Digital Signing and Non-Repudiation will be displayed.

Issued to	Issued by	Friendly name	Expiration Date
LANDRY, DANIEL RAY	DOD CA-30	LANDRY, DANIEL RAY...	Fri Jan 01 18:59:59 ES...

OK Cancel

Loading Select Your Certificate Window

SELECT YOUR NAME AND CLICK ON OK

Wide Area Workflow 5.3.1

User ID : EDIP11007437613  
Printer Friendly

User Government Documentation Lookup Logout

**Success**

**The Destination Inspection and Acceptance Receiving Report was successfully accepted.  
It has been processed via EDI.**

Contract Number	Delivery Order	Shipment Number	Invoice Number
W91RUS11A0006	1ST8	2837006831	2837006831

Email sent to Vendor. faye.manning@verizonwireless.com

[Send Additional Email Notifications](#)

Thu Feb 07 09:28:01 MST 2013

[Return](#)

Logon Date : 2013/02/07 09:16:49 MST Last Accessed Date : 2013/02/07 09:28:01 MST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

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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 meet 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