


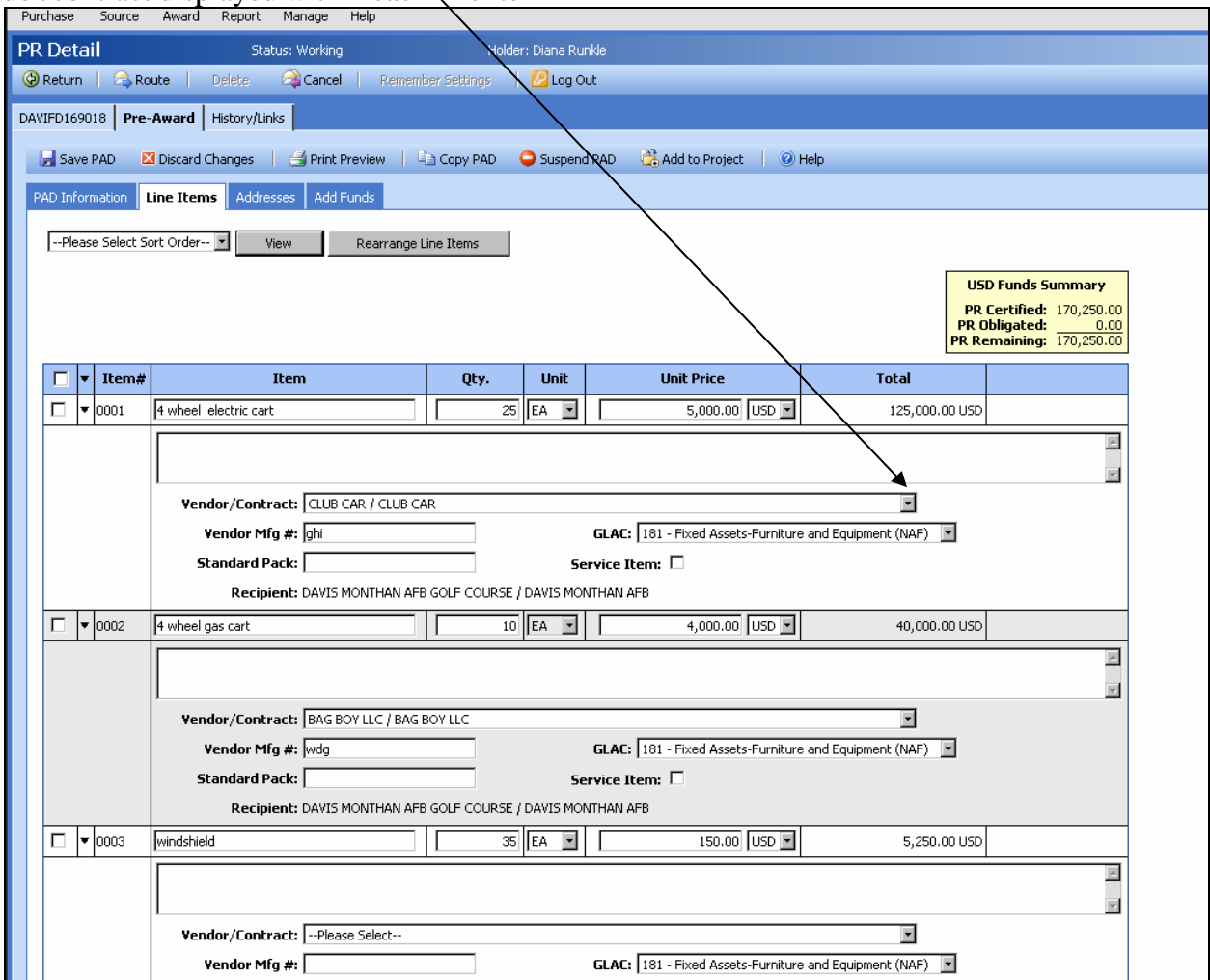
# Appending PRs into one Award

## Pre-Award (PAD)

When you have multiple PRs that will be awarded to the same vendor you can append the PRs into one award (PO, DO or Contract). Only use this feature if the NAFI and Cost Center codes are the same on all PRs. This is because an award can only have one NAFI and one Cost Center code.

To award from the Pre-Award screen, the line items must have the vendor and applicable pricelist you are awarding to, attached to them. This vendor/pricelist selection must be the same on all PRs. If at least one item is marked against an NPA/GSA/EPP vendor, the subsequent award will be a DO.

Expand all the line items by clicking  the expand icon on the title bar. Ensure there is a vendor/contract displayed within each line item



The screenshot displays the 'PR Detail' screen for a Pre-Award (PAD) with ID DAVIFD169018. The interface includes a menu bar (Purchase, Source, Award, Report, Manage, Help) and a toolbar with options like Return, Route, Delete, Cancel, Remember Settings, and Log Out. Below the toolbar, there are tabs for 'PAD Information', 'Line Items', 'Addresses', and 'Add Funds'. A 'USD Funds Summary' box in the top right corner shows: PR Certified: 170,250.00, PR Obligated: 0.00, and PR Remaining: 170,250.00. The main area contains a table of line items with columns for Item#, Item, Qty, Unit, Unit Price, and Total. Three line items are visible, each with its details expanded below the table row. An arrow points from the text above to the expand icon on the first line item's title bar.

| Item# | Item                  | Qty. | Unit | Unit Price   | Total          |
|-------|-----------------------|------|------|--------------|----------------|
| 0001  | 4 wheel electric cart | 25   | EA   | 5,000.00 USD | 125,000.00 USD |
| 0002  | 4 wheel gas cart      | 10   | EA   | 4,000.00 USD | 40,000.00 USD  |
| 0003  | windshield            | 35   | EA   | 150.00 USD   | 5,250.00 USD   |

Expanded details for Item 0001:

- Vendor/Contract: CLUB CAR / CLUB CAR
- Vendor Mfg #: ghi
- GLAC: 181 - Fixed Assets-Furniture and Equipment (NAF)
- Standard Pack: [Empty]
- Service Item:
- Recipient: DAVIS MONTHAN AFB GOLF COURSE / DAVIS MONTHAN AFB

Expanded details for Item 0002:

- Vendor/Contract: BAG BOY LLC / BAG BOY LLC
- Vendor Mfg #: wdg
- GLAC: 181 - Fixed Assets-Furniture and Equipment (NAF)
- Standard Pack: [Empty]
- Service Item:
- Recipient: DAVIS MONTHAN AFB GOLF COURSE / DAVIS MONTHAN AFB

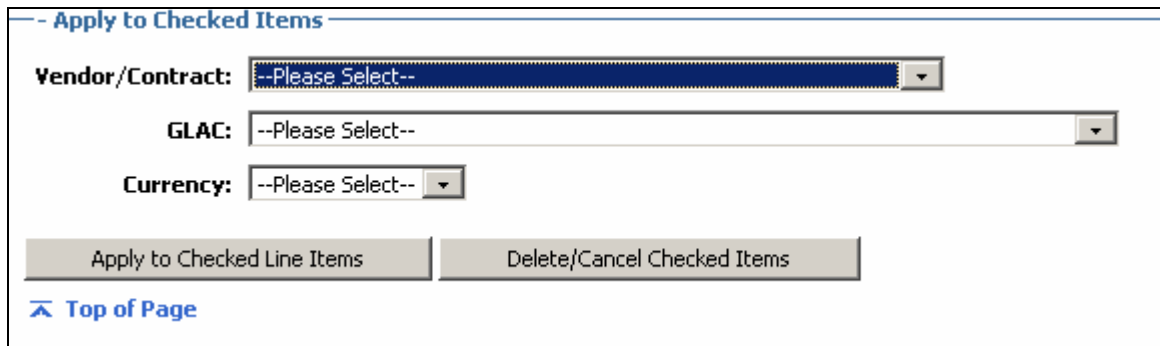
Expanded details for Item 0003:

- Vendor/Contract: --Please Select--
- Vendor Mfg #: [Empty]
- GLAC: 181 - Fixed Assets-Furniture and Equipment (NAF)

Or

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If a number of the line items don't have a vendor/pricelist associated, enter a check mark beside each line item and expand the APPLY TO CHECKED ITEMS TAB (see below). This area displays the following editable information.



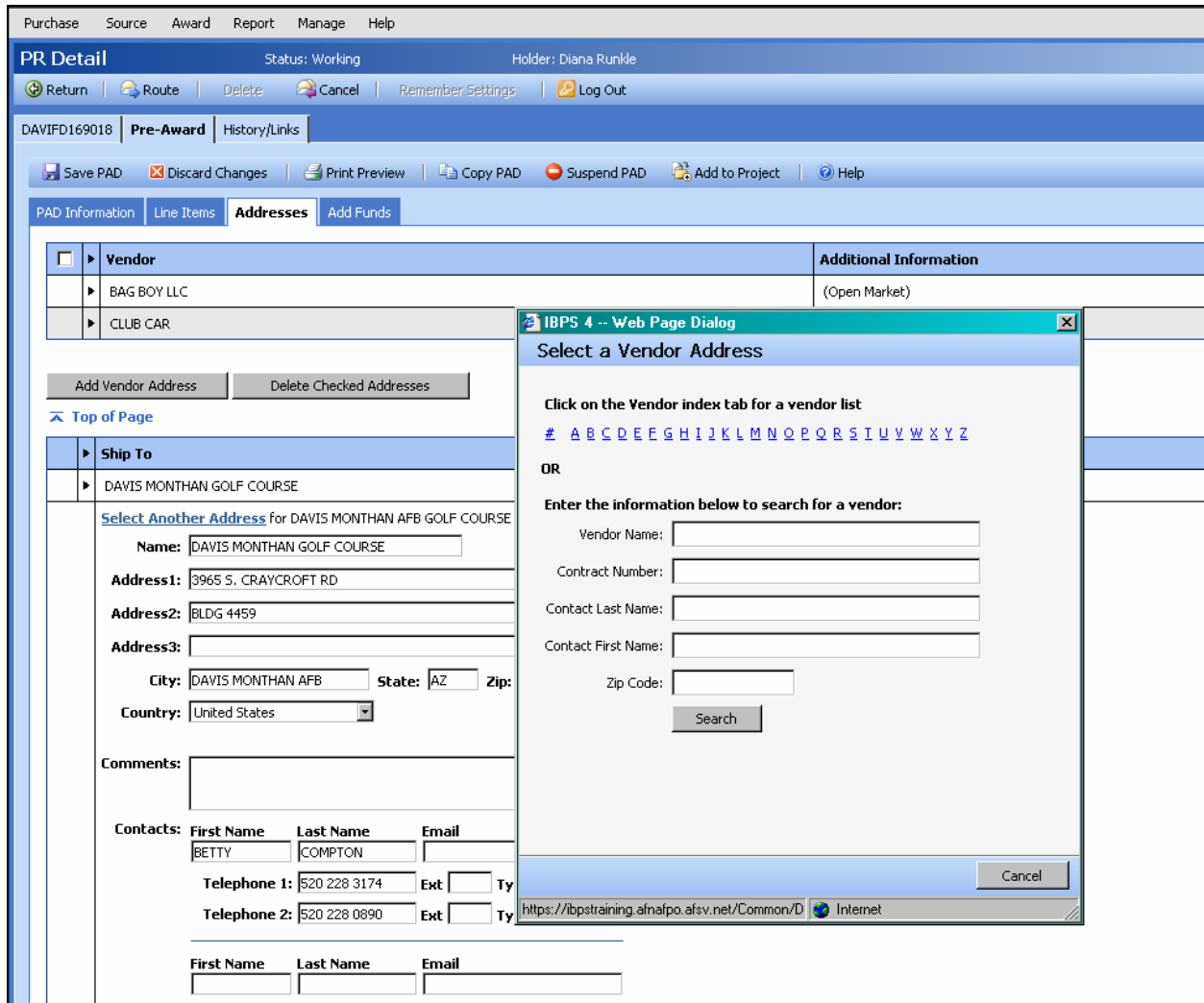
Use the Vendor/Contract drop down, select the applicable vendor/contract pricelist and then click **APPLY TO CHECKED LINE ITEMS** button.

Click the **Save PAD** button.

If the Vendor/Contract Pricelist doesn't display, the vendor must be added. Perform the following steps.

- Click the Addresses tab
- Click the **Add Vendor Address** button
  - A Select a Vendor Address window will appear
  - In the Contract Number box, enter the applicable contract number
    - o If the information doesn't appear
    - o And you are trying to award against a GSA or MISC type contract; you will have to leave this area.
      - Click Award
      - Contract
      - Search by the GSA, MISC number and ensure that it is loaded within IBPS. If not, you will need to create it. If you locate it, changes are it is expired and you need to change the expiration date and click save.
      - Find your PR/Preaward, and begin these steps again
    - o Or if you are trying to award against an AFNAFPO contract, you will have to leave this area
      - Click Award
      - Contract
      - Search by the NPA or EPP number. Locate the AFNAFPO buyer and call them at DSN: 487-6931. Ask them if the contract is still valid and if so, could they please verify that it is available for use in IBPS. Once they ensure it is valid within IBPS
      - Find your PR/Preaward, and begin these steps again

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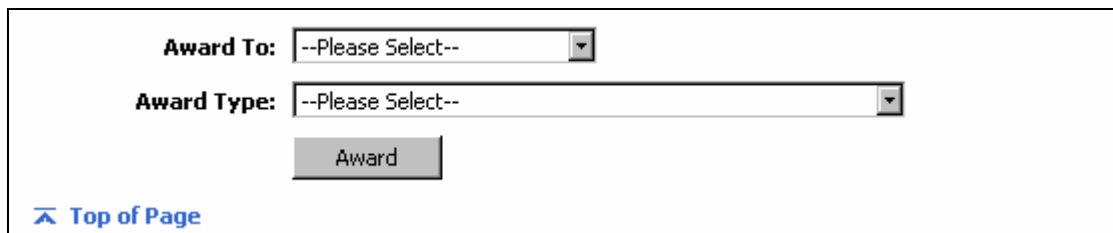


Once you have found the vendor from the contract number, click the **Save PAD** button.

Return to the Line Items tab and attach the vendor/contract pricelist to the line items. Once that is done, click the **Save PAD** button

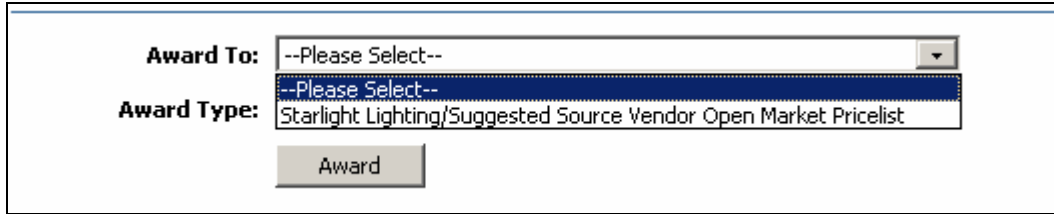
## Awarding from the PAD

Once the line items have the vendor/contract pricelist associated to them you are ready to make the award.



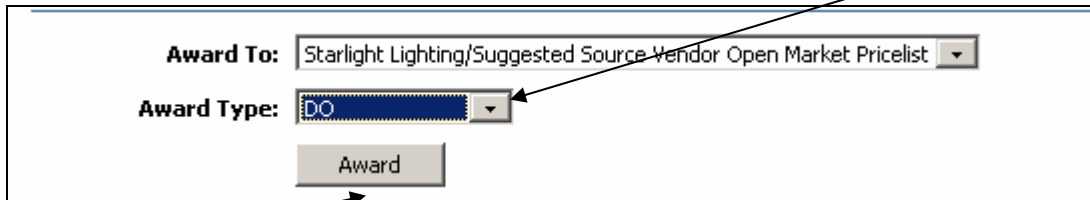
Click the drop down by Award To and select the vendor/contract pricelist

## Appending PRs into one Award



A screenshot of a web form. The 'Award To' dropdown is set to '--Please Select--'. The 'Award Type' dropdown is open, showing '--Please Select--' at the top and 'Starlight Lighting/Suggested Source Vendor Open Market Pricelist' below it. An 'Award' button is located below the dropdowns.

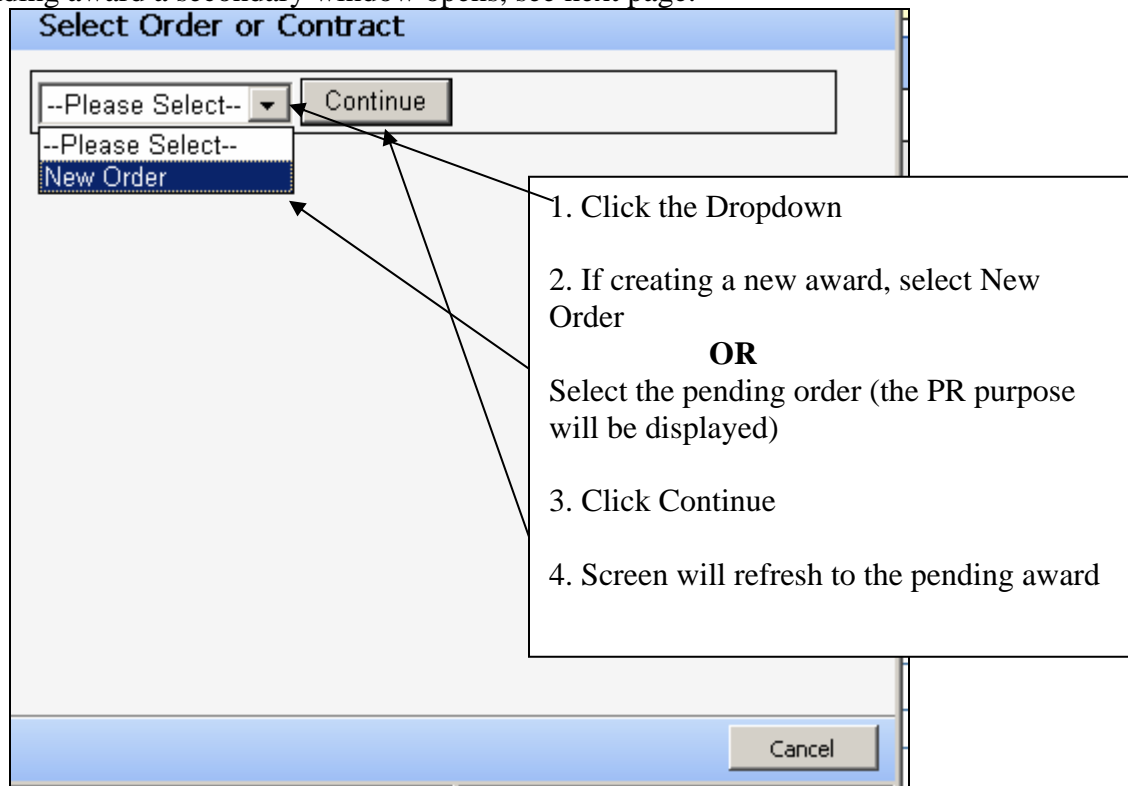
Click the drop down by Award Type and select the type of award you are creating



A screenshot of the same web form. The 'Award To' dropdown is now set to 'Starlight Lighting/Suggested Source Vendor Open Market Pricelist'. The 'Award Type' dropdown is set to 'DO'. An 'Award' button is located below the dropdowns. An arrow from the text above points to the 'Award Type' dropdown.

Click the **Award** button.

The screen will refresh to the pending award, unless there is a pending award for the vendor. If there is a pending award a secondary window opens, see next page:



A screenshot of a dialog box titled 'Select Order or Contract'. It contains a dropdown menu with '--Please Select--' selected, a 'Continue' button, and a 'Cancel' button at the bottom right. A list of instructions is overlaid on the right side of the dialog box, with arrows pointing to the dropdown and the 'Continue' button.

1. Click the Dropdown
2. If creating a new award, select New Order  
**OR**  
Select the pending order (the PR purpose will be displayed)
3. Click Continue
4. Screen will refresh to the pending award

When the Pending order is selected, the line items will append to the pending order.

The append feature is available until there is no pending order for the vendor.