

A Blanket Delivery Order (BDO) is an order against an established Non Appropriated Purchasing Agreement (NPA) or an Essential Products Program (EPP) or GSA contract. If you are using a GSA contract, check IBPS to ensure it exists. For assistance with creating GSA contracts, reference the IBPS Training Manual.

Recommend you read the entire document before beginning.

### PR Preparation for a BDO

- Ensure Purchase Requests (PR's) are CREATED for each Activity/Organizational Unit (OU) and or cost center and NAFI code. This ultimately will result in one PR per BDO.
- PR's will contain a line item, quantity, unit of issue and a dollar value (in some cases the dollar value may be estimated).
- No attachments are necessary (I.E. Templates) when preparing a PR for a BDO.

On the address tab we recommend you SEARCH by CONTRACT # for the vendor associated with the NPA/EPP/GSA contract.

**Select a Vendor Address**

Click on the Vendor index tab for a vendor list

# A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

OR

Enter the information below to search for a vendor:

Vendor Name:

Contract Number: F4199906D1234

Contact Last Name:

Contact First Name:

Zip Code:

Search

Cancel

Search results will display the vendor attached to that contract. Select the link and the vendor will be added to your Purchase Request vendor address.

Once the PR has been signed, approved and certified, issue the PR.

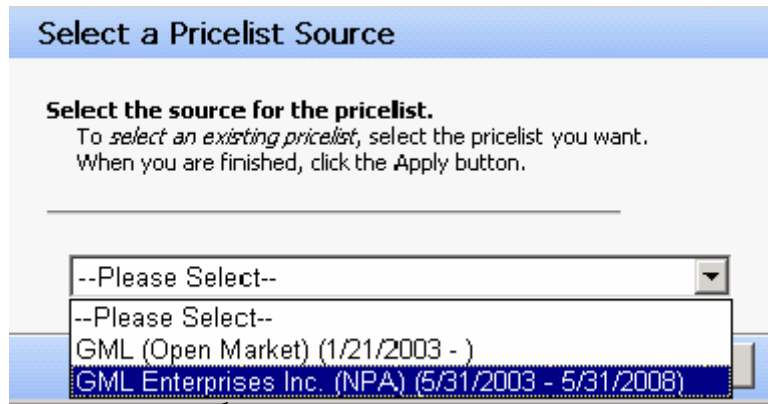
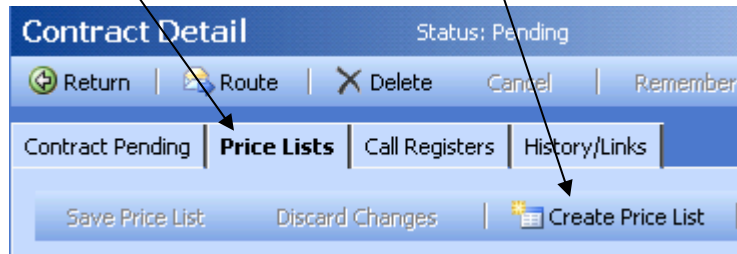
## PRE-AWARD Stage

- Line Items Tab
  - Ensure the NPA/EPP vendor is attached to the applicable line items
  
- To Award the PR select
  - Award to - Select the vendor from the drop down
  - Award type – BDO
  - AWARD button

The PENDING Contract will populate the screen

- Verify that it is a BDO type contract
- Verify the vendor is correct
- Enter a COMMODITY (Important). If multiple BDO's will be created for various activities, recommend incorporating the activity name in this box. (Example: Golf Course - Prime Vendor).
- Payment Terms defaults to the parent contract – DO NOT CHANGE.
- Select desired FOB-ensure it does not conflict with parent contract.
- Enter an EFFECTIVE and EXPIRATION date for the BDO. **Ensure it does not exceed parent contract expiration date.**
- Add an attachment – BDO Authorization Call letter
  - You DO NOT need to add General Provisions—they are contained in the parent contract.
  
- Select the ADDRESS TAB
  - Verify the vendor address
  - Issued by address should be your Address
  - BILL TO – Deployed bases should have the HQ AFSVA address
    - Non-deployed bases should have local NAF accounting address
  
- Select the Distribution List Tab
  - Add users to be notified when this order is executed
    - For example--activity manager
  
- Select the Signatures Tab
  - **DO NOT ENTER the AFNAFPO contract number** in the contract number block. Allow the system to assign the contract number.
  - If you are authorized, select the CO Sign Button, **if not**
    - Expand the PROXY box and enter the CO's signature and date the CO provided you the written authorization to do so and APPLY PROXY INFORMATION.
    - Keep in mind, a BDO does NOT require a Contactor(s) Signature
  - A print preview should reflect the:
    - BDO AWARD - NPA or EPP contract # in block 2.
    - Authorized call letter
  
- Print these and send to the vendor.

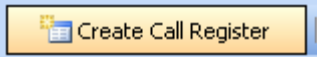
Select the PRICE LISTS Tab, then the CREATE PRICE LIST button



- Select the current NPA/EPP pricelist from the drop down and APPLY. If an NPA/EPP price list does not exist, contact the AFNAFPO contract administrator.

- SAVE

Select the CALL REGISTER tab

Select the  button and the following is displayed.

## Call Register Information

Please review the information below and change as needed.

**Select Contract:** Contract #:  \*

Drop-down menu allows you to select a contract as applicable

### BDO

Effective Date:

Expiration Date:

Vendor: ALOHA TECHNOLOGIES (BEDFORD TX)

Status: Awarded

BASIC BDO data is displayed (Read only)

**Effective Date:**   (MM/DD/YYYY) \*

**Expiration Date:**   (MM/DD/YYYY) \*

Enter an effective date  
Enter an expiration date of the register, not to exceed Fiscal Year or end of contract whichever occurs first

**Select PR:**  \*

**Activity:** Air Force, AIR FORCE SERVICES AGENCY, DIRECTORATE OF NAF PURCHASING, POLICY, PROCEDURES, TRNG & IBPS \*

**Cost Center:**  \*

**NAFI:**

**Currency:**  \*

**Before entering any other data, First select the ACTIVITY**  
**- CRITICAL - What activity is the register being created for.**

**- Select the applicable PR**

- Enter the appropriate Cost center
- Enter the appropriate NAFI code and Currency.

## **SAVE CALL REGISTER**

The call register is created and the activities can now enter applicable calls.