

## ISSUING A PR

Note: A PR remains in the PENDING status up until the time the PR is ISSUED

1. IBPS will generate a PR number automatically upon issuance of the PR. If creating a PR by proxy a manual number can be entered. Enter numbers manually by exception. One example would be if a PR was issued when IBPS was down and a manual entry was required.
2. Select the office from the drop-down list to which you want to issue this PR and select the Issue PR button. Depending on your Realm of Influence (ROI) you may have three choices:
  - a. **Your base** - Select if you are making the purchase. Selecting your base moves the PR to the WORKING STATUS, Awaiting Assignment. Locate your PR, using the PR SEARCH, Status WORKING. Route it to the person who will make the award.
  - b. **Directorate of NAF Purchasing** - Available only to BUYERS--selected in limited situations. If the purchase is above your warrant and you need AFNAFPO make the purchase on your behalf. Selecting this option will ISSUE a Base PR # and take the PR to the AWAITING ASSIGNMENT phase. AFNAFPO now holds it and will take the necessary action.

**NOTE: It is your responsibility to follow-up on PR's issued to AFNAFPO**

- c. **BASE SCO** – Select if you want the Base SCO to write it for you (i.e. contracts, purchases above your warrant). You'll need to print it and take it over to the SCO. You could SAVE it as a PDF and e-mail it as an attachment if you desire. If issued to the BASE SCO you will remain the holder of the PR.
3. Once you select the ISSUE button, a note box opens-entry is options. Select the Apply button or click the Cancel button to cancel the action and return to the Signatures tab.
  - a. If the Apply button is selected, a confirmation box will pop-up displays that the PR was issued, the PR now has a base generated number.
4. Searching for PR's that have been issued:
  - a. PR CRITERIA - PR'S ISSUED TO
  - b. PR STATUS - WORKING-if unable to locate the PR change the status to All PR's
  - c. ISSUED TO - SELECT THE OFFICE you issued it to and select SEARCH. ALL PR'S issued to the office you selected will be displayed.