

Impacted Business Area	Acquisition
NBS Role	Buyer-Acquisition, Buyer-Contract
File Name	Create a Task- Delivery Order from an External Award
Last Modified	5/9/2014
Document Controller	NBS Change Management
Status	FINAL

Create a Task- Delivery Order from an External Award

Background:

Buyers should use the following navigational aid to order from contracts and agreements maintained outside of NIH PRISM. This guide will outline the steps necessary to issue an order against an external award and report it successfully to DCIS/FPDS.

Concept:

This document provides the steps required to create a BPA Call against the Health and Human Services (HHS) and General Service Administration Federal Strategic Sourcing Blanket Purchase Agreements (BPA) against strategic sourcing Blanket Purchasing Orders (BPAs) .

Additional Information:

Most NBS step by step process instructions (computer-based training or Navigations) begin with the presumption that the user has first located the appropriate NBS Portal page and has then accessed the NBS Production link for the appropriate business area. For assistance with this process see the NBS Log On Instructions portlets within the NBS Share Point Portal pages.

All references to “clicking” or other mouse actions are written with the presumption that the user’s mouse has a right hand configuration.

For supportive information on how to view recorded simulations of this process using User Productivity Kit (UPK) go to the NBS Portal pages, NBS Support Resources portlet, Simulations and Computer Based Training link. Open the Introduction to UPK link.

Procedure



Step	
1.	From the Prism Home Page click the Delivery/Task Order list item. 
2.	Click the Go button. 

Step	
3.	<p>The Document Create Screen will display. On this screen you will need to:</p> <ol style="list-style-type: none"> 1. Click box next to the External Contract field 2. Input the External BPA # into the Contract Number Field and, 3. Select the numbering mask for the Delivery task order for the corresponding fiscal year. <p>Note: Create from a Requisition is a default value. The selection of the appropriate requisition is also required.</p> <p>The following steps detail the process required to complete the Document Create Screen.</p>
4.	Click the Contract Number External Contract option.
5.	Click in the Contract Number field. 
6.	Enter the desired information into the Contract Number field. Enter a valid value e.g. " HHSP23320100005WB ".

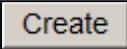
Step	
7.	Click the Delivery / Task Order Numbering Masks list.
8.	Point to the FY13 OD/OLAO TO/DO off External Contracts (HHSN2632013#U) list item.
9.	Click the Continue button. 

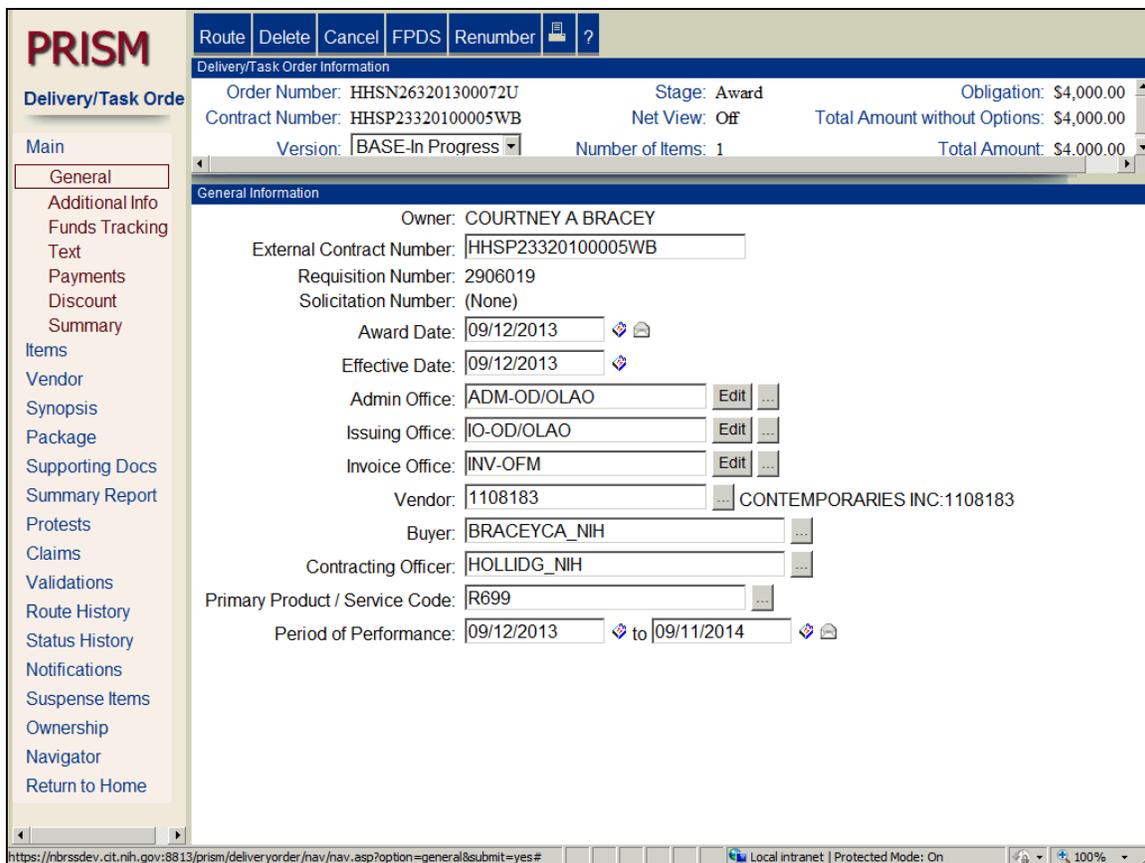
The screenshot shows a search criteria form on a web browser. The form is titled "Search Criteria" and contains several sections:

- Requisition Number:** A text input field.
- Site:** A dropdown menu with "OD/OLAO" selected. Below it is an unchecked checkbox for "Include Related Sites".
- Requisitioner:** A text input field.
- Buyer:** A dropdown menu with "BRACEYCA_NIH" selected.
- Originating Office:** A text input field.
- Released Date Range:** Two text input fields for "Start Date" and "End Date".
- Sort by:** A dropdown menu with "Requisition Number" selected.
- Max Results:** A dropdown menu with "100" selected.
- Results per Page:** A dropdown menu with "5" selected.

The browser's status bar at the bottom shows "Local intranet | Protected Mode: On" and a zoom level of "100%".

Step	
10.	The search screen will display. Enter the desired information into the Requisition Number field. Enter a valid value e.g. " 2906019 ".
11.	The Requisition will appear on the right side of the screen Click the Y link next to the desired Requisition Number. 
12.	The Line Item Selection will appear on the bottom section of the screen. Click the 1 checkbox next to the desired Line Item number. 

Step	
13.	Click the Create button. 
14.	<p>The General Information screen will display .Fields may pre-populate with data from the prior screens.</p> <p>NOTE: Every field on this screen needs to be filled with the corresponding data. After the selection of each value the General Information screen will display. In this example the sample values are:</p> <p>Invoice Office: INV-OFM Vendor: Contemporaries Contracting Officer: Gregory Holliday Period of Performance: 9/12/13 to 9/11/14</p> <p>The following steps show how to complete this screen.</p>



PRISM

Route Delete Cancel FPDS Renumber ?

Delivery/Task Order Information

Order Number: HHSN263201300072U Stage: Award Obligation: \$4,000.00
 Contract Number: HHSP23320100005WB Net View: Off Total Amount without Options: \$4,000.00
 Version: BASE-In Progress Number of Items: 1 Total Amount: \$4,000.00

General Information

Owner: COURTNEY A BRACEY
 External Contract Number: HHSP23320100005WB
 Requisition Number: 2906019
 Solicitation Number: (None)
 Award Date: 09/12/2013
 Effective Date: 09/12/2013
 Admin Office: ADM-OD/OLAO Edit ...
 Issuing Office: IO-OD/OLAO Edit ...
 Invoice Office: INV-OFM Edit ...
 Vendor: 1108183 CONTEMPORARIES INC:1108183
 Buyer: BRACEYCA_NIH
 Contracting Officer: HOLLIDG_NIH
 Primary Product / Service Code: R699
 Period of Performance: 09/12/2013 to 09/11/2014

https://nbrssdev.ct.nih.gov:8813/prism/deliveryorder/nav/nav.asp?option=general&submit=yes# Local intranet | Protected Mode: On 100%

Step	
15.	Click the Additional Info link. Additional Info
16.	<p>The Additional Information screen will display. Some of the Additional Information fields may pre-populate with data values input in prior screens. The required fields and the sample values for them are :</p> <p>NAICS code: 541611 Payment Office:OA OLAO-BR-1 Invoice Matching: 3-Way Contracting Procedures:</p> <p>NOTE: In order for 2-Way invoices to be routed for approval and paid, an Institute or Center specific Central Point of Distribution (CPD) must be selected from the “Payment Office” field in PRISM for all 2-Way Awards. Completion of the field will not impact a 3- way award.</p> <p>The following steps show how to complete this screen.</p>

PRISM | Route | Delete | Cancel | FPDS | Renumber | ?

Delivery/Task Order Information

Order Number: HHSN263201300072U | Stage: Award | Obligation: \$4,000.00
 Contract Number: HHSP23320100005WB | Net View: Off | Total Amount without Options: \$4,000.00
 Version: BASE-In Progress | Number of Items: 1 | Total Amount: \$4,000.00

Additional Information

NTP / Vendor Signed On:

Site:

Project Title:

Confirmed With:

Reference Your Text:

NAICS Code: (None)

Size Standard: (None)

Payment Office:

Originating Office:

Is this an IT-related purchase?:

Potential Amount:

Supplies or Services:

Construction:

GWAC / GSA Purchase:

6F - Performance-Based Service Acq:

6L - Cost Acctg Standards Clause:

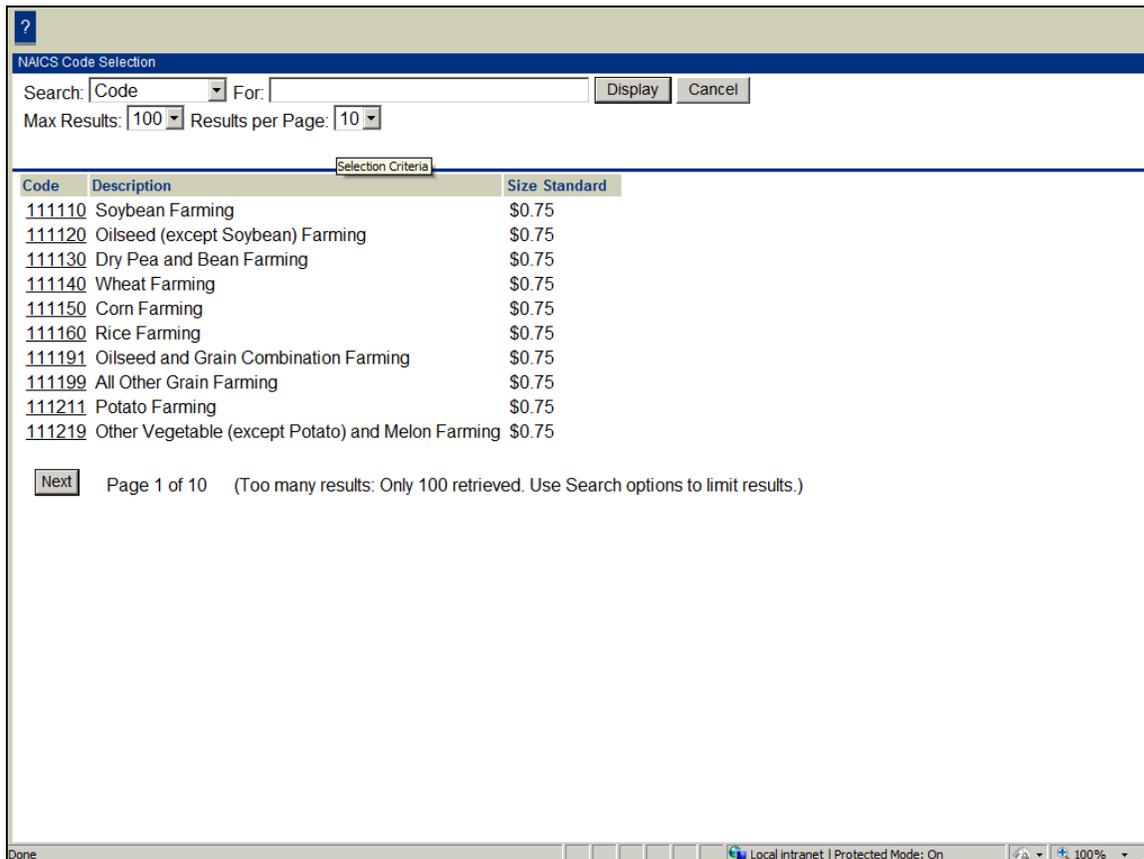
6N - Purchase Card Payment Method:

8L - Recovered Materials/Sustainability:

10H - Commercial Item Acq. Procedures:

11A - CO's Determination of Bus. Size:

Step	
17.	Click the NAICS Code LOV (...) button. 

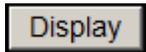


?
 NAICS Code Selection
 Search: Code For: Display Cancel
 Max Results: 100 Results per Page: 10

Code	Description	Size Standard
111110	Soybean Farming	\$0.75
111120	Oilseed (except Soybean) Farming	\$0.75
111130	Dry Pea and Bean Farming	\$0.75
111140	Wheat Farming	\$0.75
111150	Corn Farming	\$0.75
111160	Rice Farming	\$0.75
111191	Oilseed and Grain Combination Farming	\$0.75
111199	All Other Grain Farming	\$0.75
111211	Potato Farming	\$0.75
111219	Other Vegetable (except Potato) and Melon Farming	\$0.75

Next Page 1 of 10 (Too many results: Only 100 retrieved. Use Search options to limit results.)

Done Local intranet | Protected Mode: On 100%

18.	Enter the desired information into the For: field. Enter a valid value e.g. "541611" .
19.	Click the Display button. 

?

NAICS Code Selection

Search: Code For: 541611

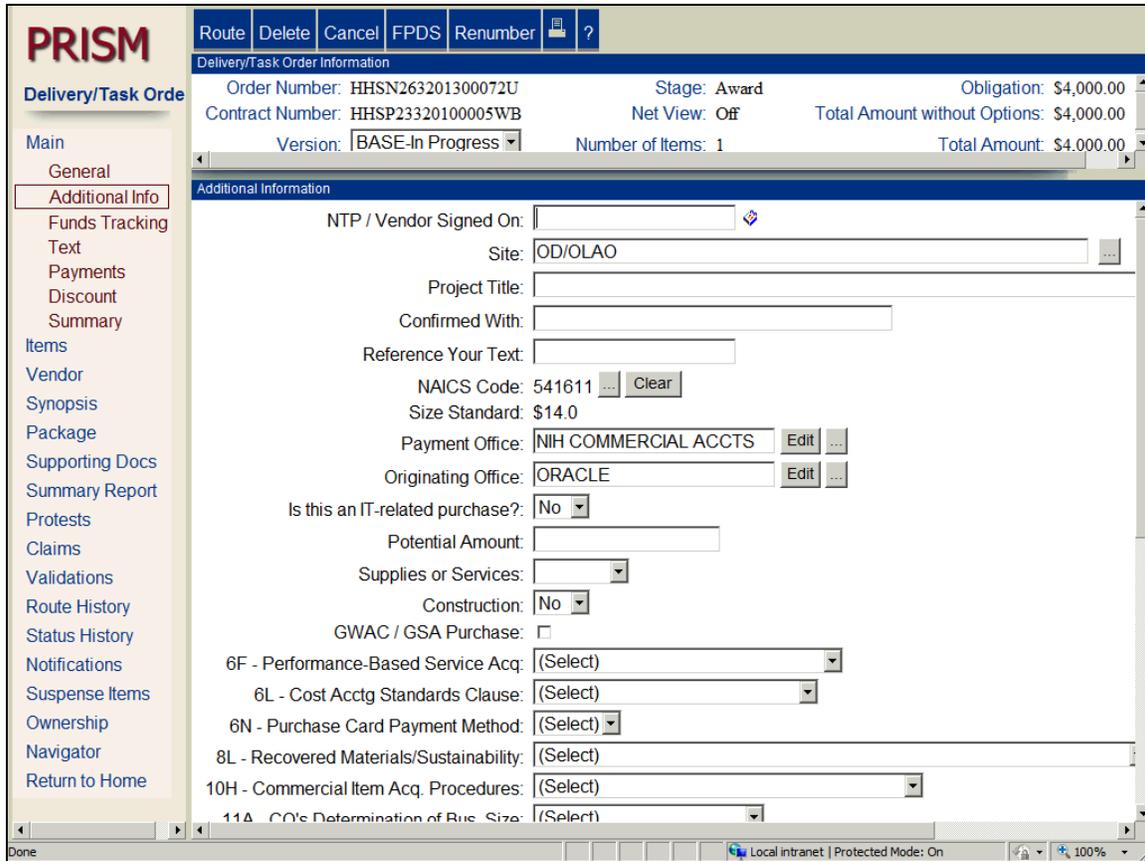
Max Results: 100 Results per Page: 10

Code	Description	Size Standard
541611	Administrative Management and General Management Consulting Services	\$14.0

Page 1 of 1 (1 results found)

Done Local intranet | Protected Mode: On 100%

Step	
20.	A link for the corresponding NAICS code will display. Click the 541611 link. 541611



PRISM | Route | Delete | Cancel | FPDS | Renumber | ?

Delivery/Task Order Information
 Order Number: HHSN263201300072U | Stage: Award | Obligation: \$4,000.00
 Contract Number: HHSP23320100005WB | Net View: Off | Total Amount without Options: \$4,000.00
 Version: BASE-In Progress | Number of Items: 1 | Total Amount: \$4,000.00

Additional Information
 NTP / Vendor Signed On:
 Site: OD/OLAO
 Project Title:
 Confirmed With:
 Reference Your Text:
 NAICS Code: 541611
 Size Standard: \$14.0
 Payment Office: NIH COMMERCIAL ACCTS
 Originating Office: ORACLE
 Is this an IT-related purchase?: No
 Potential Amount:
 Supplies or Services:
 Construction: No
 GWAC / GSA Purchase:
 6F - Performance-Based Service Acq: (Select)
 6L - Cost Acctg Standards Clause: (Select)
 6N - Purchase Card Payment Method: (Select)
 8L - Recovered Materials/Sustainability: (Select)
 10H - Commercial Item Acq. Procedures: (Select)
 11A - CO's Determination of Bus. Size: (Select)

Step	
21.	Click the Payment Office LOV (...) button. 

Payment Office Address Selection

Search: For:

Max Results: Results per Page: Region:

Code	Name	Address 1	Address 2
NLM COAC INV	Approved By, NLM COAC Invoice Notif	Paid By: NIH Commercial Accounts Br	2115 East Jefferson St, MSC 8500
OA OLAO-BR-1	Approved By, OA-OLAO - Branch 1	Paid By: NIH Commercial Accounts Br	2115 East Jefferson St, MSC 8500
OA OLAO-BR-2	Approved By, OA-OLAO - Branch 2	Paid By: NIH Commercial Accounts Br	2115 East Jefferson St, MSC 8500
OA OLAO-BR-3	Approved By, OA-OLAO - Branch 3	Paid By: NIH Commercial Accounts Br	2115 East Jefferson St, MSC 8500
OA OLAO-BR-4	Approved By, OA-OLAO - Branch 4	Paid By: NIH Commercial Accounts Br	2115 East Jefferson St, MSC 8500
OA OLAO-BR-5	Approved By, OA-OLAO - Branch 5	Paid By: NIH Commercial Accounts Br	2115 East Jefferson St, MSC 8500
ORF OA INV(ORS)	Approved By, ORF/OA Invoice NIH/ORS	Paid By: NIH Commercial Accounts Br	2115 East Jefferson St, MSC 8500
TESTING RECEIVER LOV	NORMAN, ERIC D	testing	a

Page 4 of 4 (38 results found)

https://nhrssdev.cit.nih.gov:8813/prism/select/addr/addr_b.asp?tblkey=5923 Local intranet | Protected Mode: On 100%

Step	
22.	Click the OA OLAO-BR-1 link. OA OLAO-BR-1

PRISM

Route Delete Cancel FPDS Renumbr ?

Delivery/Task Order Information

Order Number: HHSN263201300072U Stage: Award Obligation: \$4,000.00
 Contract Number: HHSP23320100005WB Net View: Off Total Amount without Options: \$4,000.00
 Version: BASE-In Progress Number of Items: 1 Total Amount: \$4,000.00

Additional Information

Is this an IT-related purchase?: No
 Potential Amount:
 Supplies or Services:
 Construction: No
 GWAC / GSA Purchase:
 6F - Performance-Based Service Acq: (Select)
 6L - Cost Acctg Standards Clause: (Select)
 6N - Purchase Card Payment Method: (Select)
 8L - Recovered Materials/Sustainability: (Select)
 10H - Commercial Item Acq. Procedures: (Select)
 11A - CO's Determination of Bus. Size: (Select)
 Invoice Matching: (Select)

Preferences

SBA Contract Number:

FPDS NG

PIID	Referenced PIID	FPDS Approval Number	Date Finalized
(None)			

Step	
23.	Click the Invoice Matching: list. <input type="text" value="(Select)"/>

PRISM

Route Delete Cancel FPDS Renumber ?

Delivery/Task Order Information

Order Number: HHSN263201300072U Stage: Award Obligation: \$4,000.00
 Contract Number: HHSP23320100005WB Net View: Off Total Amount without Options: \$4,000.00
 Version: BASE-In Progress Number of Items: 1 Total Amount: \$4,000.00

Additional Information

Is this an IT-related purchase?: No
 Potential Amount:
 Supplies or Services:
 Construction: No
 GWAC / GSA Purchase:
 6F - Performance-Based Service Acq: (Select)
 6L - Cost Acctg Standards Clause: (Select)
 6N - Purchase Card Payment Method: (Select)
 8L - Recovered Materials/Sustainability: (Select)
 10H - Commercial Item Acq. Procedures: (Select)
 11A - CO's Determination of Bus. Size: (Select)
 Invoice Matching: (Select)
 (Select)
 2-Way
3-Way
 Define at Item

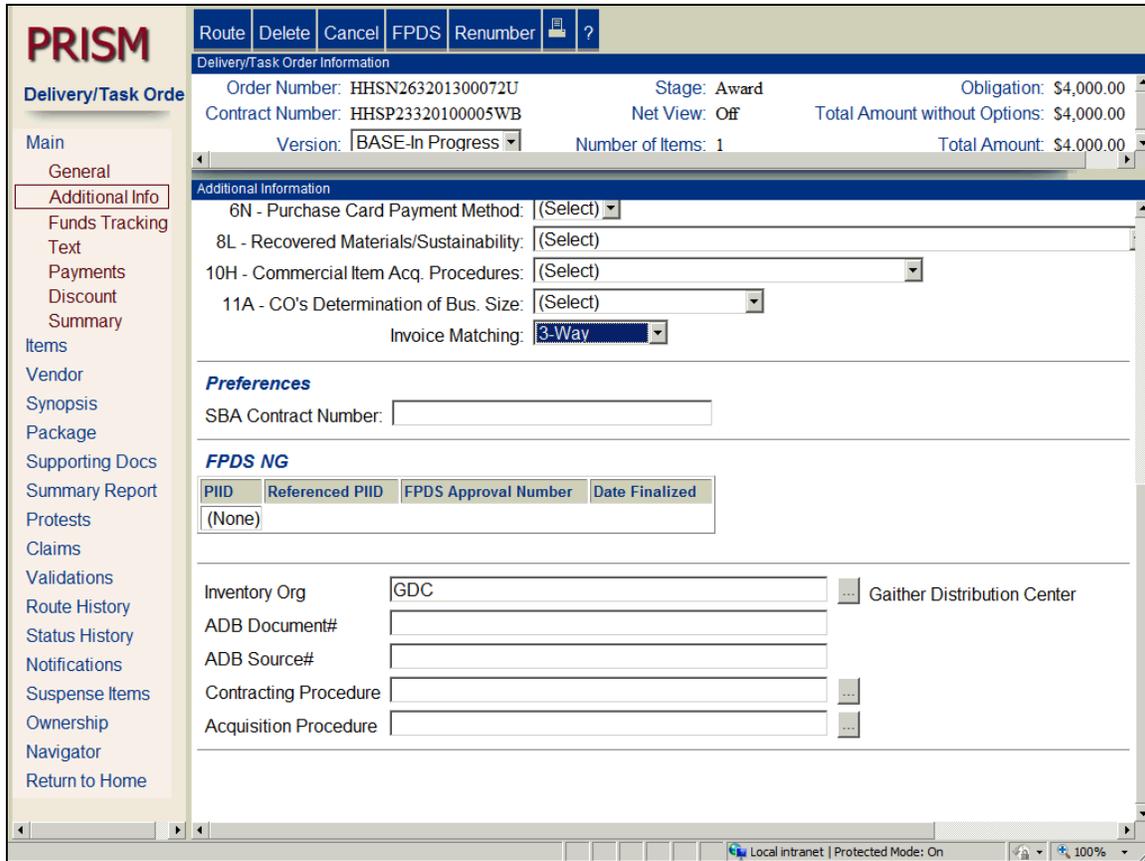
Preferences

SBA Contract Number:

FPDS NG

PIID	Referenced PIID	FPDS Approval Number	Date Finalized
(None)			

Step	
24.	Click the 3-Way list item.



The screenshot shows the PRISM web application interface. At the top, there are navigation buttons: Route, Delete, Cancel, FPDS, Renumber, and a help icon. The main content area is divided into sections: Delivery/Task Order Information, Additional Information, Preferences, and FPDS NG. The Delivery/Task Order Information section displays contract details such as Order Number (HHSN263201300072U), Contract Number (HHSP23320100005WB), Stage (Award), and Total Amount (\$4,000.00). The Additional Information section includes dropdown menus for Purchase Card Payment Method, Recovered Materials/Sustainability, Commercial Item Acq. Procedures, and CO's Determination of Bus. Size, along with an Invoice Matching dropdown set to 3-Way. The Preferences section has a text input for SBA Contract Number. The FPDS NG section contains a table with columns for PIID, Referenced PIID, FPDS Approval Number, and Date Finalized, currently showing '(None)'. Below this are several text input fields for Inventory Org (GDC), ADB Document#, ADB Source#, Contracting Procedure, and Acquisition Procedure, each with a dropdown arrow icon to its right. A left-hand navigation menu lists various options like General, Funds Tracking, Payments, etc.

Step	
25.	Click the Contracting Procedures... button. 

?

Contracting Procedure Selection

Search: For:

Max Results: Results per Page:

Code	Description
NON R AND D	non R and D
R AND D	R and D
---	Do Not Use - NBS Only

Page 1 of 1 (3 results found)

https://nbrssdev.dit.nih.gov:8813/prism/select/custom/custom_b.asp?row=1
Local intranet | Protected Mode: On

Step	
26.	Click the NON R AND D link. NON R AND D

The screenshot shows the PRISM system interface. At the top, there are navigation buttons: Route, Delete, Cancel, FPDS, Renumber, and a help icon. The main content is divided into two sections: "Delivery/Task Order Information" and "Additional Information".

Delivery/Task Order Information:

- Order Number: HHSN263201300072U
- Contract Number: HHSP23320100005WB
- Version: BASE-In Progress
- Stage: Award
- Net View: Off
- Number of Items: 1
- Obligation: \$4,000.00
- Total Amount without Options: \$4,000.00
- Total Amount: \$4,000.00

Additional Information:

- NTP / Vendor Signed On: [Text Field]
- Site: OD/OLAO
- Project Title: [Text Field]
- Confirmed With: [Text Field]
- Reference Your Text: [Text Field]
- NAICS Code: 541611 [Clear]
- Size Standard: \$14.0
- Payment Office: OA OLAO-BR-1 [Edit]
- Originating Office: ORACLE [Edit]
- Is this an IT-related purchase?: No
- Potential Amount: [Text Field]
- Supplies or Services: [Dropdown]
- Construction: No
- GWAC / GSA Purchase: [Checkbox]
- 6F - Performance-Based Service Acq: (Select)
- 6L - Cost Acctg Standards Clause: (Select)
- 6N - Purchase Card Payment Method: (Select)
- 8L - Recovered Materials/Sustainability: (Select)
- 10H - Commercial Item Acq. Procedures: (Select)
- 11A - CO's Determination of Bus. Size: (Select)

The browser address bar shows: https://nhrssdev.cit.nih.gov:8813/prism/deliveryorder/nav/nav.asp?option=additional&submit=yes#

Step	
27.	Click the Funds Tracking link. Funds Tracking

Step	
28.	<p>The Funds Tracking screen appears.</p> <p>A Treasury Account Symbol (TAS) is the receipt, appropriation, expenditure and other fund account symbols and titles as assigned by the Department of the Treasury used for Government wide Accounting purposes. Some ICs have multiple TAS for different projects. The Treasury Account Symbol field is reported to DCIS. You must enter the TAS for every award over \$3000 and verify the TAS for the specific project.</p> <p>Note: At this time reporting to DCIS is not required for micro-purchases (under \$3000).</p> <p>Each IC has at least one Treasury Account Symbol. To find the TAS for your IC and project, access the NBS Acquisitions Portal (https://my.nih.gov/portal/server.pt/community/nbs_acquisition/1057) and select the User Table of Treasury Symbols and Fund Segments under Community Links and Resources.</p> <p>In this example the appropriate value is 75-0846</p>

PRISM

Route Delete Cancel FPDS Renumber ?

Delivery/Task Order Information

Order Number: HHSN263201300072U Stage: Award Obligation: \$4,000.00
 Contract Number: HHSP23320100005WB Net View: Off Total Amount without Options: \$4,000.00
 Version: BASE-In Progress Number of Items: 1 Total Amount: \$4,000.00

Funds Tracking

Treasury Account Symbol

Predominant Treasury Account Symbol: * 75 - * 0846 - . [] []
 Program Name: * Required Field when providing TAS

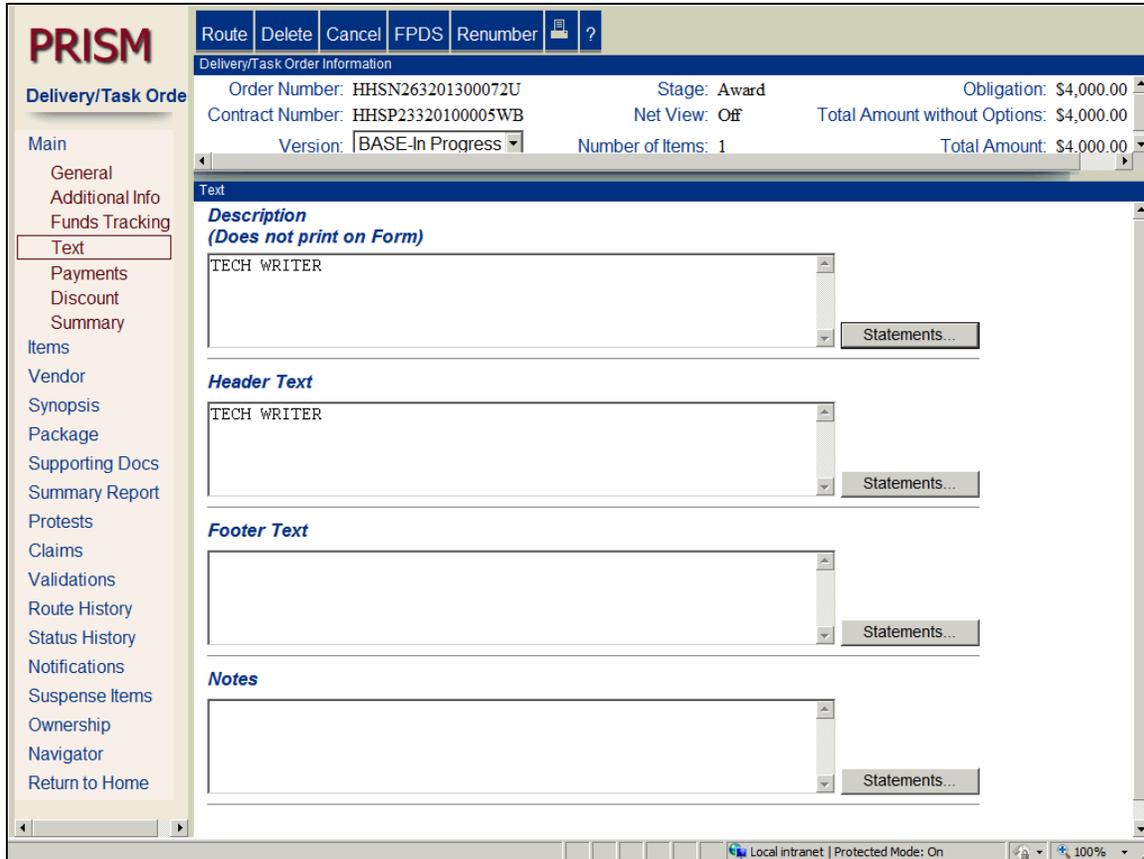
Funds Summary

USD - US Dollar

Obligation
 Net View Total: \$4,000.00

Done Local intranet | Protected Mode: On 100%

Step	
29.	Click the Text link. Text



The screenshot displays the PRISM web application interface. On the left is a navigation menu with the following items: Main, General, Additional Info, Funds Tracking, **Text** (highlighted), Payments, Discount, Summary, Items, Vendor, Synopsis, Package, Supporting Docs, Summary Report, Protests, Claims, Validations, Route History, Status History, Notifications, Suspense Items, Ownership, Navigator, and Return to Home.

The main content area shows the 'Delivery/Task Order Information' for Order Number: HHSN263201300072U, Contract Number: HHSP23320100005WB, and Stage: Award. Other details include Net View: Off, Total Amount without Options: \$4,000.00, Version: BASE-In Progress, and Number of Items: 1.

The 'Text' section is expanded, showing four text input fields, each with a 'Statements...' button to its right:

- Description (Does not print on Form):** Contains the text 'TECH WRITER'.
- Header Text:** Contains the text 'TECH WRITER'.
- Footer Text:** Is currently empty.
- Notes:** Is currently empty.

The bottom of the browser window shows the address bar with 'Local intranet | Protected Mode: On' and a zoom level of 100%.

Step	
30.	<p>The Text window appears.</p> <p>The Inherently Governmental Functions Code is a government method of identifying records more efficiently. It is mandatory for any Product Service Code (PSC) that begins with an alpha. The Inherently Governmental Code will need to be stated in DCIS item 6M Description of Requirement.</p> <p>The PSC for this Purchase Order is R699</p> <p>Any award associated with PSC that begins with an alpha must be assigned to one of the following categories:</p> <ol style="list-style-type: none"> 1. Closely Associated Functions (IGF::CL::IGT) 2. Critical Functions (IGF::CT::IGF) 3. Other Functions (IGF::OT::IGF) 4. Closely Associated, Critical Function where the service(s) is/are more Closely Associated, however it is still Critical Function (IGF::CL,CT::IGF) 5. Critical Function, Closely Associated where the service(s) is/are more of a Critical Function, however it is still Closely Associated (IGF::CT,CL::IGF) <p>Select this link (https://fpds.gov/fpdsng_cms/index.php/newsroom/108-nherently-governmental-functions) to learn more information about the Inherently Governmental Functions Code.</p>
31.	Click in the Text Description Statements field.
32.	Delete the contents of the field. Enter the desired information into the Statements... field. Enter a valid value e.g. " IGF::OT::IGF TECH WRITER services to be provided for pending AIDS special publication. ".

PRISM

Route Delete Cancel FPDS Renumber ?

Delivery/Task Order Information

Order Number: HHSN263201300072U Stage: Award Obligation: \$4,000.00
 Contract Number: HHSP23320100005WB Net View: Off Total Amount without Options: \$4,000.00
 Version: BASE-In Progress Number of Items: 1 Total Amount: \$4,000.00

Text

Description
(Does not print on Form)

IGF::OT::IGF TECH WRITER services to be provided for pending AIDS special publication.

Header Text

TECH WRITER

Footer Text

Notes

Items

Vendor
Synopsis
Package
Supporting Docs
Summary Report
Protests
Claims
Validations
Route History
Status History
Notifications
Suspense Items
Ownership
Navigator
Return to Home

https://nhrssdev.cit.nih.gov:8813/prism/deliveryorder/nav/nav.asp?option=text&submit=yes# Local intranet | Protected Mode: On 100%

Step	
33.	Click the Items link. 

PRISM

[Add](#) [Edit](#) [Delete](#) [Copy](#) [Renumber](#) [Change Status](#) [Item History](#)

Delivery/Task Order Information

Order Number: HHSN263201300072U Stage: Award Obligation: \$4,000.00
 Contract Number: HHSP23320100005WB Net View: Off Total Amount without Options: \$4,000.00
 Version: BASE - In Progress Number of Items: 1 Total Amount: \$4,000.00

Items

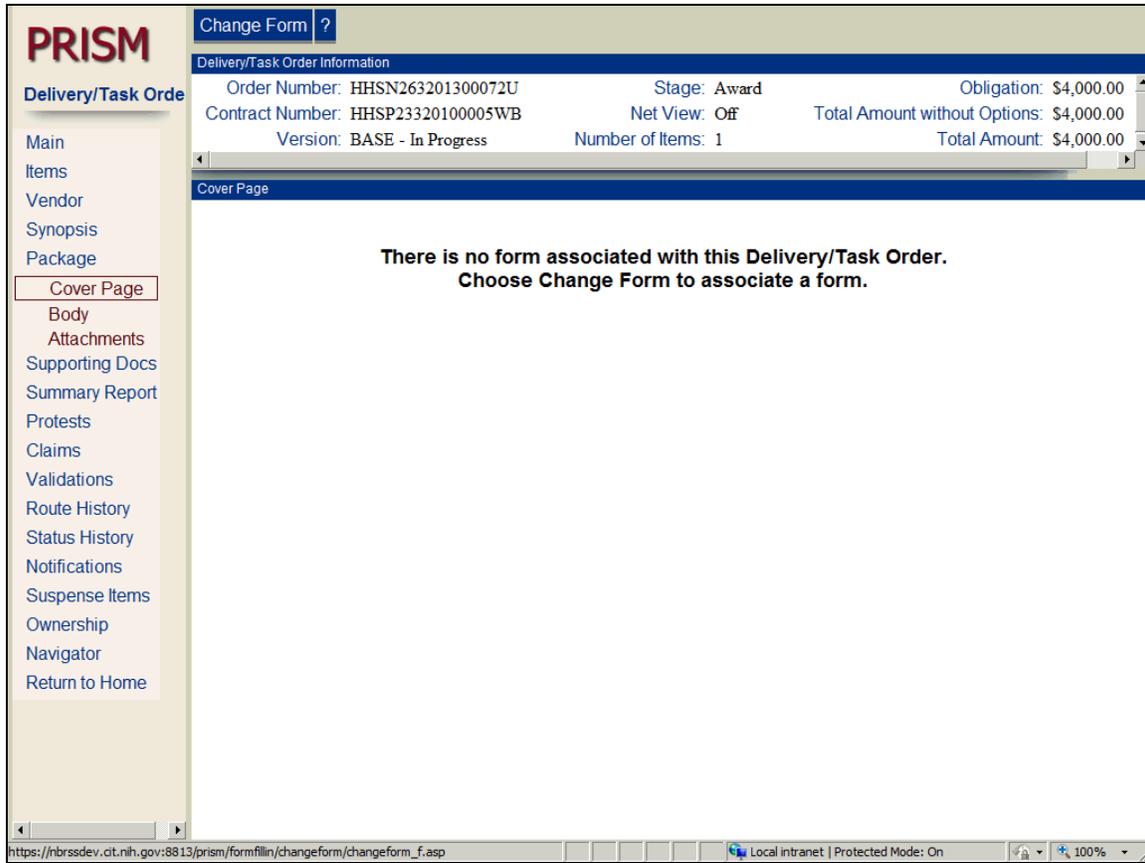
Item	Description	Option	Status	Quantity	Amount	Version	Action
1	TECH WRITER		Item Active		\$4,000.00	BASE	Add

Total Items: 1
Item Record: 1

[Main](#)
[Items](#)
[Vendor](#)
[Synopsis](#)
[Package](#)
[Supporting Docs](#)
[Summary Report](#)
[Protests](#)
[Claims](#)
[Validations](#)
[Route History](#)
[Status History](#)
[Notifications](#)
[Suspense Items](#)
[Ownership](#)
[Navigator](#)
[Return to Home](#)

https://nbrssdev.dit.nih.gov:8813/prism/Items/Items_open.asp?dockey=1628092&verkey=13491648 Local intranet | Protected Mode: On 100%

Step	
34.	The available line items will display. Click the 1 link that corresponds with the desired line item.
35.	The Items General screen will display. Confirm the accuracy of the information displayed. Make corrections as needed.
36.	Click the Package link.



The screenshot shows the PRISM system interface. On the left is a navigation menu with options like Main, Items, Vendor, Synopsis, Package, Cover Page, Body, Attachments, Supporting Docs, Summary Report, Protests, Claims, Validations, Route History, Status History, Notifications, Suspense Items, Ownership, Navigator, and Return to Home. The 'Cover Page' option is highlighted. The main content area displays a 'Change Form' link with a question mark icon. Below this, there is a section titled 'Delivery/Task Order Information' with the following details:

Order Number: HHSN263201300072U	Stage: Award	Obligation: \$4,000.00
Contract Number: HHSP23320100005WB	Net View: Off	Total Amount without Options: \$4,000.00
Version: BASE - In Progress	Number of Items: 1	Total Amount: \$4,000.00

Below the information is a 'Cover Page' section with the following text:

**There is no form associated with this Delivery/Task Order.
Choose Change Form to associate a form.**

The browser address bar shows the URL: https://nhrssdev.cit.nih.gov:8813/prism/formfillin/changeform/changeform_f.asp. The browser status bar indicates 'Local intranet | Protected Mode: On' and a zoom level of 100%.

Step	
37.	Click the Change Form link. 

Form Selection

Search: For:

Results per page:

Form	Description
OF347 (2/2012)	Order For Supplies (2/2012)
SF 1449 (2/2012)	Solicitation / Order (Commercial) (2/2012)
SF 26 (5/2011)	Award / Contract (05/2011)
SF 30	Modification of Contract
SF 33	Award Schedule A Only

Page 1 of 1

https://nbrssprod.ct.nih.gov:8816/prism/formfillin/changeform/changeform_b.asp?formkey=18300 Local intranet | Protected Mode: On 100%

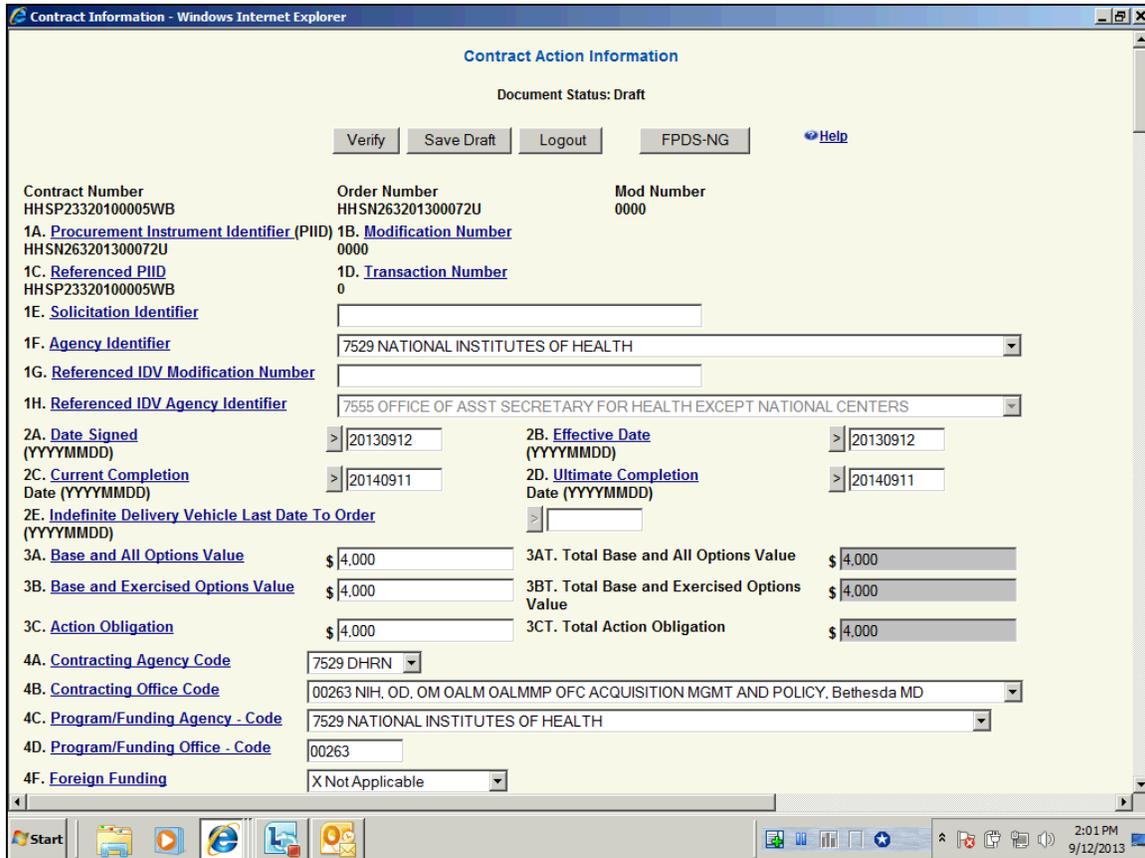
Step	
38.	Click the OF347 (2/2012) link. OF347 (2/2012)
39.	Click the Main link. Main
40.	To attach files to the Award: <ul style="list-style-type: none"> a. Refer to the NAV, <i>Add an Attachment in PRISM</i>, to add an attachment. b. Refer to the NAV, <i>Add a Supporting Document to Prism</i>, to add a supporting document. c. Refer to the NAV, <i>Add an Attachment or Supporting Document or Supporting Document from the PRISM Library</i>, in order to add a file document form the PRISM database. d Refer to the NAV, <i>Check Out or Check In an Attachment or Supporting Document</i>, in order to Check Out or Check In an Attachment or Supporting Document.

The screenshot shows the PRISM system interface. At the top, there is a navigation bar with buttons: Route, Delete, Cancel, **FPDS**, Renumber, and a help icon. Below this, the 'Delivery/Task Order Information' section displays: Order Number: HHSN263201300072U, Stage: Award, Obligation: \$4,000.00; Contract Number: HHSP23320100005WB, Net View: Off, Total Amount without Options: \$4,000.00; Version: BASE-In Progress, Number of Items: 1, Total Amount: \$4,000.00. The 'General Information' section includes: Owner: COURTNEY A BRACEY, External Contract Number: HHSP23320100005WB, Requisition Number: 2906019, Solicitation Number: (None), Award Date: 09/12/2013, Effective Date: 09/12/2013, Admin Office: ADM-OD/OLAO, Issuing Office: IO-OD/OLAO, Invoice Office: INV-OFM, Vendor: 1108183 (CONTEMPORARIES INC:1108183), Buyer: BRACEYCA_NIH, Contracting Officer: HOLLIDG_NIH, Primary Product / Service Code: R699, and Period of Performance: 09/12/2013 to 09/11/2014. A left-hand navigation menu lists various options like General, Additional Info, Funds Tracking, etc. The browser address bar at the bottom shows the URL: https://nhrssdev.ct.nih.gov:8813/prism/deliveryorder/general/gen_bb.asp?submit=yes&option=gener.

Step	
41.	<p>All awards greater than \$3,000 must be reported to the Federal Procurement Data System (FPDS) Next Generation. The HHS Departmental Contracts Information System (DCIS) feeds contract data to FPDS-NG. Buyers must submit data into DCIS via PRISM. Buyers must complete an error free Draft DCIS record <u>prior to routing the award document for approval.</u></p> <p>The FPDS button launches the DCIS record in a browser page. Some fields on this page are pre-populated.</p> <p>The following steps show the selection of the FPDS button , the update of the Procurement Instrument Identifier (PIID) value and the opening of the DCIS interface.</p>
42.	<p>Click the FPDS button.</p> <p>FPDS</p>

Step	
43.	<p>The Set PIID screen will display. Note: The message “Contract Number not found in FPDS-NG” will display because the parent contract is not an NIH contract.</p> <p>The default Contract Number Agency ID in PRISM is 7529 on all documents except GSA. When the procurement is a GSA purchase, then the default Contract Number Agency ID is 4730. Contracting Number Agency ID values: GSA Purchase: 4730 or 4732 HHS External BPA: 7555</p> <p>In this example the BPA is an External HHS, with a Contract Number Agency ID of 7555.</p>
44.	Press the left mouse button and drag the mouse to select the desired text.
45.	Enter the desired information into the Contract Number Agency ID: field. Enter a valid value e.g. " 7555 ".

Step	
46.	Click the Submit button. 



Contract Action Information
Document Status: Draft

Verify Save Draft Logout FPDS-NG Help

Contract Number: HHSP23320100005WB
Order Number: HHSN263201300072U
Mod Number: 0000

1A. Procurement Instrument Identifier (PIID): HHSN263201300072U
1B. Modification Number: 0000
1C. Referenced PIID: HHSP23320100005WB
1D. Transaction Number: 0
1E. Solicitation Identifier:

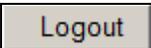
1F. Agency Identifier: 7529 NATIONAL INSTITUTES OF HEALTH
1G. Referenced IDV Modification Number:

1H. Referenced IDV Agency Identifier: 7555 OFFICE OF ASST SECRETARY FOR HEALTH EXCEPT NATIONAL CENTERS

2A. Date Signed (YYYYMMDD): > 20130912
2B. Effective Date (YYYYMMDD): > 20130912
2C. Current Completion Date (YYYYMMDD): > 20140911
2D. Ultimate Completion Date (YYYYMMDD): > 20140911
2E. Indefinite Delivery Vehicle Last Date To Order (YYYYMMDD): >

3A. Base and All Options Value: \$ 4,000
3AT. Total Base and All Options Value: \$ 4,000
3B. Base and Exercised Options Value: \$ 4,000
3BT. Total Base and Exercised Options Value: \$ 4,000
3C. Action Obligation: \$ 4,000
3CT. Total Action Obligation: \$ 4,000

4A. Contracting Agency Code: 7529 DHRN
4B. Contracting Office Code: 00263 NIH, OD, OM OALM OALMMP OFC ACQUISITION MGMT AND POLICY, Bethesda MD
4C. Program/Funding Agency - Code: 7529 NATIONAL INSTITUTES OF HEALTH
4D. Program/Funding Office - Code: 00263
4F. Foreign Funding: X Not Applicable

47.	DCIS will launch and display .Update the draft record with the appropriate values. Click the Verify button. 
48.	Note: The record will state "This action passes the validations." when the record is error free. Click the Save Draft button. 
49.	Click the Logout button. 

PRISM

Route Delete Cancel FPDS Renumber ?

Delivery/Task Order Information

Order Number: HHSN263201300072U Stage: Award Obligation: \$4,000.00
 Contract Number: HHSP23320100005WB Net View: Off Total Amount without Options: \$4,000.00
 Version: BASE-In Progress Number of Items: 1 Total Amount: \$4,000.00

General Information

Owner: COURTNEY A BRACEY
 External Contract Number: HHSP23320100005WB
 Requisition Number: 2906019
 Solicitation Number: (None)
 Award Date: 09/12/2013
 Effective Date: 09/12/2013
 Admin Office: ADM-OD/OLAO Edit
 Issuing Office: IO-OD/OLAO Edit
 Invoice Office: INV-OFM Edit
 Vendor: 1108183 CONTEMPORARIES INC:1108183
 Buyer: BRACEYCA_NIH
 Contracting Officer: HOLLIDG_NIH
 Primary Product / Service Code: R699
 Period of Performance: 09/12/2013 to 09/11/2014

Navigation menu: Main, General, Additional Info, Funds Tracking, Text, Payments, Discount, Summary, Items, Vendor, Synopsis, Package, Supporting Docs, Summary Report, Protests, Claims, Validations, Route History, Status History, Notifications, Suspense Items, Ownership, Navigator, Return to Home

URL: https://nbrssdev.ct.nih.gov:8813/prism/deliveryorder/nav/nav.asp?option=general&submit=yes#

Step	
50.	Click the Validations link. Validations
51.	The validations process identifies errors within the in process document. Review the results of the validation process, correct any errors received. Note: Any "warning messages" are optional to correct. All "error messages" are mandatory to correct before the document can be routed for Approval.
52.	If the document is to be reviewed and or Approved by others: a. Refer to NAV, <i>Route a Document in Prism for Review using a Template.</i> b. Refer to NAV, <i>Route a Document in PRISM for Approval Using a New Route</i> c. Refer to NAV, <i>Route a Document in PRISM for Review or Approval Using a Template.</i>

Step	
53.	<p>Congratulations! You have successfully completed Create a Task Delivery Order from an External Award. You should now be able to create a Task Delivery Order against an External GSA or HHS Agreement.</p> <p>End of Procedure.</p>