



## CBE BPR and Data Standardization Project

### 2.0 Award the Contract 3.0 Administer the Contract Volume II, Binder 2 of 2

### Final Report Version 1.0

Note: This is a living document.  
It will be updated periodically as new information becomes available.



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## Introduction

The Department of Commerce's common business processes are enabled by information technology systems that facilitate the submission of requisitions, creation of solicitations, and management of contract awards. As CSTARTS is implemented, its integration with C.Request and CFS systems increases the transparency of data throughout the procurement process. CSTARTS will receive Procurement Request (PR) package data electronically from C.Request. CSTARTS will transfer data automatically to CFS and FPDS-NG, eliminating the need for data re-keying. This means that everyone involved in the procurement process, both intra- and inter-bureau, must have a common understanding of each data element and its use.

The CSTARTS screens and data tables that define the standards, values and usage of data elements are found in this document. It includes screens and data elements that can be affected by end-users and the FPDS-NG data transferred from CSTARTS.

It is important to remember that the Data Dictionary is not a training document and therefore does not include those screens which only display information (e.g., the CSTARTS Supervision Worksheet) to end users or help the users navigate the CSTARTS system. However, information from this dictionary will be incorporated into training materials to ensure consistency of data usage across bureaus.

For each piece of data, the team documented:

CSTARTS Screen Field Name (and amplifying text when necessary)

Data definition

Format of the data element

Whether the field is a free-text field

Whether the field is required

An example of the data, when appropriate

When the data elements have a common usage across all bureaus or whether the fields provides an opportunity for bureau-specific application

Rules for creating and changing as well as any rules for administering the data

The data is presented by CSTARTS screen. Some fields were identified as **not used** at this time. This is due to the condition when the field is one of the following:

- A COTS holdover from other CACI Government customer requirements
- Specifically related to another CACI product in the Comprizon Suite

In these cases, individual bureaus may choose to gray out these fields to prevent confusion or, if graying out is not possible, to train people to skip over these fields.



## Supervision Screens

### Screen Name: Return a Purchase Request

The screenshot shows a Windows-style dialog box titled "Return a Purchase Request". The dialog has a tab labeled "Return PR". The main text area contains the following information:

This function provides the ability for users in the procurement office to return a PR to the program office/requisitioner's worksheet.

Requisition:  
Purchase Request: AABB01276010606-1  
Date Returned: 08/04/2006  
Reason Returned: [Empty text box]

At the bottom of the dialog are two buttons: "OK" and "Cancel".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Return a Purchase Request</b>							
Date Returned	The date when the Procurement Office rejected the Purchase Request and sent a message back through CSTARS to C.Request	MM/DD/YYYY	No	Yes	08/04/2006	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Reason Returned	An explanation of why the purchase request is being sent back to the requisitioner for correction.	Text field	Yes	Yes	"The support document is missing from the requisition package."	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None



## Screen Name: Assign/Reassign Procurement

Note: Access to this screen is off the Supervision Worksheet Screen

A screenshot of a software dialog box titled "Assign/Reassign Procurement". The dialog has a "Summary Information" tab selected. Inside, there is a section for "Assignments" with several fields: "Assign to:" with a search icon and the text "jrl" and "Jerry Rorstrom-Lee, SA"; "Subsystem:" with a dropdown menu showing "Simplified Acquisition"; "Team:" with a dropdown menu showing "Commerce IT Solutions"; and "New Folder:" with a text box containing "BPR". To the right of these fields are two radio buttons: "New" (selected) and "Existing". Below these fields is a "Comments:" section with a text area containing "Training is fun!". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".



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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Assign/Reassign Procurement</b>							
Assign to	The individual who will process the purchase request in the Procurement Office	Lookup Table	No	Yes	"A00, CAS Incoming Work, Requisitioner Assigner asi, Anthony Pellegrino, Contract Specialist"	Common Usage	<b>Rules for Creating / Changing:</b> Choose the correct person from the User Search screen. <b>Rules for Admin:</b> User search screen values (Code, Name and Title) are in user profiles and are maintained by system administrator.
Subsystem	The type of worksheet that will be used.	Drop-Down List Two options: Contracting Simplified Acquisition	No	Yes	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Team	The name of a group which processes this type of purchase request	Drop-Down List	No	Yes	Drop-Down List "Commerce IT Solutions, OS Business Solutions"	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> System administrator must maintain choices.

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Assign/Reassign Procurement</b>							
Select Folder	The name of the internal folder in which the purchase request and its associated documents will be stored.	Text field	Yes	Yes	BPR New Work	Common Usage	<b>Rules for Creating / Changing:</b> If the folder exists a browse button appears on the "Select Folder" field. The user picks the correct folder. If it is a new folder, the user creates a new folder name by entering text. <b>Rules for Admin:</b> None
New or Existing Radio Button	Identifies if the folder is "new" or "existing".	Radio Button	No	Yes	Radio Button	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Comments	Text that helps to describe the reason for the reassignment.	Alphanumeric text	Yes	No	Large IT purchase for the XYZ unit	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None



## Screen Name: New Purchase Request

Note: If there is no requisition, user will create a new purchase request (such as for COMMITS) using the “New” Icon. This screen is used to create the purchase request from the “Purchasing” or “Contracting” worksheets.

A screenshot of a software dialog box titled "New Purchase Request". The dialog box has a blue title bar with a close button (X) in the top right corner. Below the title bar, there is a label "Purchase Request:" followed by a text input field and a smaller, empty input field to its right. Below the input fields, the text "Type: Simplified Acquisition Procedures" is displayed. At the bottom of the dialog box, there are three buttons: "OK", "Cancel", and "Help".

Example coming from the “Purchasing” Worksheet

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: New Purchase Request</b>							
Purchase Request	A number which uniquely identifies a purchase request	3 Segments: Bureau = 8 digits Fiscal Year = 1 digit Counter = 5 digits	Yes	Yes	AABB0178-6-00053 TA135000-6-00010 AAAA0132-7-00010	Common Usage	<b>Rules for Creating / Changing:</b> Entered by the user. Must be 16 characters with dashes. <b>Rules for Admin:</b> User search screen values (Code, Name and Title) are in user profiles and are maintained by system administrator.



## Purchase Request Screens

Note: the user can change Data transferred to the Purchase Request from C.Request unless otherwise noted.

### Screen Name: PR XXXXXXXX-X-XXXXX

Note: This screen appears when the user double clicks on a Purchase Request number listed on the C.Buy Desktop screen. This screen is used to transfer to sections of the purchase request processing tabs.

A screenshot of a web application window titled "PR AABBO178-5-00053". The window has a menu bar with "File", "Tools", "Options", "Gateways", "Forms", and "Financial". Below the menu bar is a toolbar with icons for document, printer, refresh, and other functions. The main content area is divided into several sections, each with a checkbox and a title:

- [Administration](#)  
Purchase For:  
Delivery Date: 06/14/2005 FSC:  
Point of Contact: Zainab Javaid POC Phone: asdf
- [Account Summary](#)  
Number Codes: 1 Total Amount: \$500.00  
Commitment: Accepted/Approved by Interface Posted: 05/31/2005 \$500.00
- [Line Items](#)  
Total Number: 1 Total Amount: \$500.00
- [Routing](#)  
No routing information.

At the bottom, there is a "Notes" section with a text area containing "No procurement notes." and a scroll bar.

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: PR XXXXXXXX-X-XXXXX</b>							
Administration	Used to indicate the purchase request administration tab is completed.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Account Summary	Used to indicate the purchase request accounting tab is completed.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Line items	Used to indicate the purchase request line item tab is completed.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Routing	Used to indicate the purchase request routing tab is completed.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: PR XXXXXXXX-X-XXXXX</b>							
Notes	Text may be entered.	Text	No	No	"Line items need to be enhanced."	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None



## Screen Name: Purchase Request / Admin Tab

**Purchase Request** [X]

Admin | Funding | Addresses | Sources | Surcharge

Purchase Type

PR  
 Credit Card

Card No: To Be Assigned [v]  
Name:

Administrative Data

Request Date: 05/31/2005 PR Form: Standard [v]  
Requesting Office: BIS Project ID: [v]  
Point of Contact: Zainab Javaid  
POC Phone: asdf

Properties

Delivery Date: 06/14/2005 FSC: [v] [m] Priority: 99  
Purpose: asdfasdf

OK Cancel Apply Help



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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Purchase Request Admin Tab</b>							
PR or Credit Card Radio Button	For purchase request, choose "PR". To purchase using a government credit card, choose "Credit Card".	Radio Button	No	Yes	Radio Button	Common Usage	<b>Rules for Creating / Changing:</b> Must follow policy regarding use of credit card purchases. Defaults to PR. <b>Rules for Admin:</b> None
Card No.	Remain grayed out if "PR" radio button chosen. If "Credit Card" chosen a list of valid credit cards is provided in drop-down list.	Drop-Down List	No	CD	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> Required if Credit Card is selected. <b>Rules for Admin:</b> None
Request Date	The date the customer started the purchase request.	MM/DD/YYYY	No	Yes	06/30/2006	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to current date. <b>Rules for Admin:</b> None
PR Form	The form the purchase request can be printed on.	Two options: Standard GSA Defaults to "Standard"	No	Yes	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Purchase Request Admin Tab</b>							
Requesting Office	Customer program office that submitted the requisition. It is a standard code for the organization.	Drop-Down List of valid organization codes	Yes	Yes	BIS OAFM	Common Usage	<b>Rules for Creating / Changing:</b> Transferred from C.Request. <b>Rules for Admin:</b> None
Project ID	Bureau specific numbers to identify special efforts, projects, and plans.	50 alphanumeric characters	No	No	Varies by bureau	Bureau specific	<b>Rules for Creating / Changing:</b> Transferred from C.Request. <b>Rules for Admin:</b> None
Point of Contact	Name of the requisitioner. Should reflect the primary point of contact for the procurement.	61 alpha numeric characters	Yes	Yes	Sam Smith Nora Jones	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to name of creator. Transferred from C.Request. <b>Rules for Admin:</b> None
POC Phone	Telephone number of the requisitioner. Area code and number with extension.	80 alphanumeric characters	Yes	Yes	703 929 7781	Common Usage	<b>Rules for Creating / Changing:</b> Transferred from C.Request. <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Purchase Request Admin Tab</b>							
Delivery Date	The date provided by the customer to indicate when the product or services are requested to be delivered.	MM/DD/YYYY	No	Yes	06/30/2006	Common Usage	<b>Rules for Creating / Changing:</b> Transferred from C.Request. <b>Rules for Admin:</b> None
FSC	Federal Supply Code. A classification code that defines items of supply used by the federal government.	Lookup Table 4 alphanumeric characters	No	No	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> Transferred from C.Request. <b>Rules for Admin:</b> None
Priority (Not used)	War code priority used only at time of war declared by Congress.	Text Field - 2 digits Defaults to 99.	Yes	No	99	Common Usage	<b>Rules for Creating / Changing:</b> Would only be used in time of war. <b>Rules for Admin:</b> Can be established when necessary.

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Purchase Request Admin Tab</b>							
Purpose	A high level description of the requirement.	2000 alphanumeric characters.	Yes	Yes	Suggested standard approach to language: "Exercising option CLIN XXXX under contract number YYYY for Program Management."	Common Usage	<b>Rules for Creating / Changing:</b> Transferred from C.Request. <b>Rules for Admin:</b> None



## Screen Name: Purchase Request / Funding Tab

**Purchase Request** [X]

Admin | **Funding** | Addresses | Sources | Surcharge

Accounting & Appropriation

Fund  
1234567890123456789012345678901234567890123456789012345678901234 [Search]

Budget Object Code:  
[Dropdown]

Subject to Availability of Funds      Fund Code: [Text]

Authorization

Funds become available in FY: [00]      Funds expire in FY: [00]

Authorized By: asdf [Text]

Estimated Amount: [0.00]

OK    Cancel    Apply    Help

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Purchase Request Funding Tab</b>							
Fund (Accounting & Appropriation)	The ACCS string: Bureau (2) FY (2) Project (7) Task (3) Fund Code (2) Program (9) Organization (16) BOC (8) User defined (6) Note: NIST uses a different sequence.	Defaults from requisition, can be created for new PRs, or can be found in the Look-up Table on the Accounting Search screen.	Yes	Yes	510600 330000009 8010000 000 0751000000000000 0 26100000 000000 (See page Purchase Request-32)	Common Usage	<b>Rules for Creating / Changing:</b> Transferred from C.Request. Use Look-up Table for selection or enter directly into the field. <b>Rules for Admin:</b> None
Budget Object Code (Not used)	Abbreviation for Budget Object Class. It is a numeric code assigned to financial transactions to identify the class of a service or item.	8-digit alphanumeric	No	No	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> The BOC is included in the full ACCS string in the "Fund" block. <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Purchase Request Funding Tab</b>							
Subject to Availability of Funds	Funds are not available at the time of this requisition, but may be available in the future.	Checkbox	No	CD	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> Transferred from C.Request. Decision will be made at the budget approval level. An award can be made which is not fully funded. Once funds are available, the Award is modified adding funds. Box can be changed (unchecked) <b>Rules for Admin:</b> May be required per policy and regulation.
Fund Code (Not Used)	Code used by the Treasury to assign funds to Federal Departments	2-digit numeric	Yes	No	N/A	Common Usage	<b>Rules for Creating / Changing:</b> The Fund Code is part of the full ACCS string in the "Fund" block. <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Purchase Request Funding Tab</b>							
Funds become available in FY	Fiscal year in which the funds are first available to be awarded on an obligation.	2-digit numeric	Yes	No	08, 09	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Funds expire in FY	Fiscal year after which the funds are no longer available to be awarded on an obligation.	2-digit numeric	Yes	No	08, 09	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Authorized By	The person who can authorize the expenditure of funds in the requesting organization.	30 alphanumeric characters	Yes	Yes	John Doe	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Estimated Amount	Estimated value of the action.	Numeric. 12 places before the decimal and 2 places after.	Yes	No	20000.00	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b>





## Screen Name: Purchase Request / Addresses Tab

**Purchase Request** [X]

Admin | Funding | **Addresses** | Sources | Surcharge

Address Information

Enter a valid address code for each of the four addresses. The corresponding address will display below.

Purchase For:  [M]      Ult Destination:  [M]

Deliver To:  [M]      Issued By:  [M]

Address Display:

DEPT. OF COMMERCE  
1401 ONSTITUTION AVE. NW  
RM. 6520  
WASHINGTON, DC 20230

Supplemental Address:

OK    Cancel    Apply    Help

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Purchase Request Addresses Tab</b>							
Purchase For	The address of the organization requesting the purchase.	Address Code found in Look-up Table. 5 alphanumeric characters. Selected address is displayed in "Address Display" field.	Yes	Yes	000SA	Common Usage	<b>Rules for Creating / Changing:</b> Transferred from C.Request. <b>Rules for Admin:</b> Look-up tables maintained by bureau-level system administrator.
Deliver To	The first point of delivery for the goods or services.	Address Code found in Look-up Table. 5 alphanumeric characters. Selected address is displayed in "Address Display" field.	No	Yes	000SA	Common Usage	<b>Rules for Creating / Changing:</b> Transferred from C.Request. Can be the same as the Purchase For address. <b>Rules for Admin:</b> Look-up tables maintained by bureau-level system administrator.

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Purchase Request Addresses Tab</b>							
Ult Destination	The ultimate delivery destination. The final point of delivery for the goods or services.	Address Code found in Look-up Table. 5 alphanumeric characters. Selected address is displayed in "Address Display" field.	No	No	000SA	Common Usage	<b>Rules for Creating / Changing:</b> Transferred from C.Request. Can be the same as the Purchase For address. <b>Rules for Admin:</b> Look-up tables maintained by bureau-level system administrator.
Issued By	The procurement office providing the contracting services.	Address Code from Address Lookup Table. Selected address is displayed in "Address Display" field.	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> None Address display depending on field. <b>Rules for Admin:</b> Defaults from User Profile, if set.

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Purchase Request Addresses Tab</b>							
Supplemental Address	Free text field used differently by each bureau for specific delivery instructions.	100 alphanumeric characters	Yes	Yes	Cannot be left blank. Name and location of final delivery.	Bureau Specific	<b>Rules for Creating / Changing:</b> NIST – required NOAA – Not used. Insert N/A. Census – required OS - TBD <b>Rules for Admin:</b> System required field.



## Screen Name: Purchase Request / Sources Tab

A screenshot of a software dialog box titled "Purchase Request". The dialog has a blue title bar with a close button (X) on the right. Below the title bar is a tabbed interface with five tabs: "Admin", "Funding", "Addresses", "Sources", and "Surcharge". The "Sources" tab is currently selected. The main content area is a light gray box with a thin border. It contains the following text and controls:

- "Suggested Sources" label.
- Instruction: "Enter the Vendor ID for a suggested source, if available."
- Text input field labeled "Suggested Vendor:" followed by a magnifying glass icon.
- Instruction: "Enter a valid contract number from which the items may be ordered, if applicable."
- Text input field labeled "Contract Number:".
- Text input field labeled "Delivery Order:".

At the bottom of the dialog, there are four buttons: "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Purchase Request Sources Tab</b>							
Suggested Vendor	A US vendor that is in the CCR and has a DUNS number or a foreign vendor with a DUNS number	Vendor Number from "Vendor Search Screen". 8 alphanumeric characters.	No	No	Standard format. "00000001"	Common Usage	<b>Rules for Creating / Changing:</b> Transferred from C.Request. <b>Rules for Admin:</b> System administrator can add CCR vendors to table.
Contract Number	Existing contract number that the requisition is being ordered against or Agency order number against a GSA contract.	40 alphanumeric characters.	Yes	CD	SA130106SE0023	Common Usage	<b>Rules for Creating / Changing:</b> Transferred from C.Request. Not used in a new requirement. <b>Rules for Admin:</b> Do not include dashes.
Delivery Order	Task order number against an existing contract.	30 alpha numeric characters	Yes	CD	Internal delivery order number	Common Usage	<b>Rules for Creating / Changing:</b> Transferred from C.Request. Not used in a new requirement. <b>Rules for Admin:</b> Do not include dashes.



## Screen Name: Purchase Request / Surcharge Tab

The screenshot shows a software window titled "Purchase Request" with a close button (X) in the top right corner. Below the title bar is a tabbed interface with five tabs: "Admin", "Funding", "Addresses", "Sources", and "Surcharge". The "Surcharge" tab is currently selected and highlighted. Inside the "Surcharge" tab, there is a section titled "Surcharge Info" containing two input fields: "Surcharge Rate:" with a text box containing "0.00 %" and "Revenue Account:" with an empty text box and a magnifying glass icon to its right. At the bottom of the window, there are four buttons: "OK", "Cancel", "Apply", and "Help".

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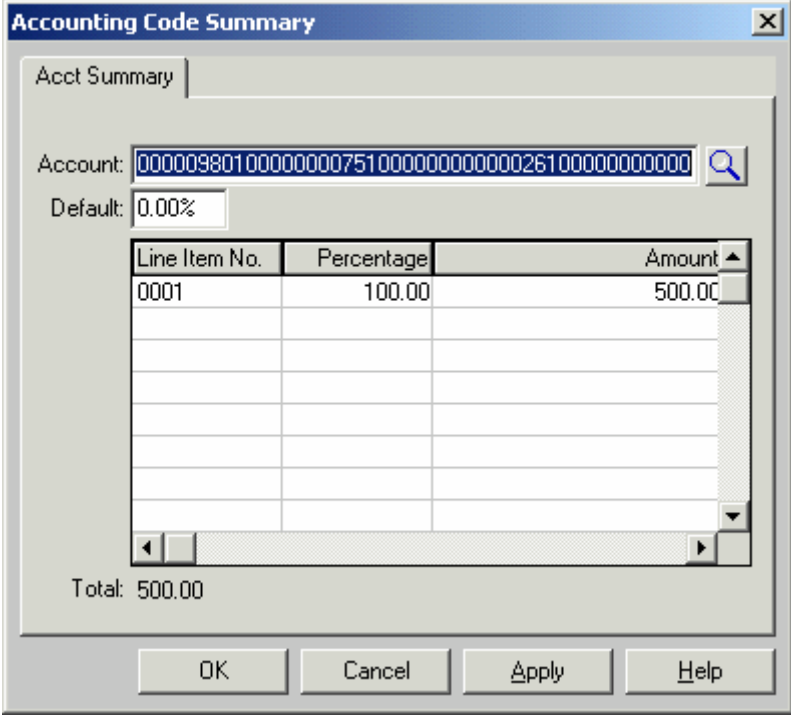
CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Purchase Request Surcharge Tab</b>							
Surcharge Rate	Percent of surcharge paid to use contracts.	Defaults to 0.00%	Yes	No	1.00	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None.
Revenue Account	Account code to which surcharge revenue should be credited. The ACCS string: Bureau (2) FY (2) Project (7) Task (3) Fund Code (2) Program (9) Organization (16) BOC (8) User defined (6) Note: NIST uses a different sequence.	Account Code from Account Table on the "Accounting Search" screen	Yes	No	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> User can manually enter the Account code or use the Look-up Table. <b>Rules for Admin:</b> None





## Screen Name: Accounting Code Summary

Note: If you double-click on the Accounting field, the following screen provides a summary of the ACCS for each line item.



The screenshot shows a dialog box titled "Accounting Code Summary". It contains a tab labeled "Acct Summary". Below the tab, there is an "Account:" field with a search icon and a text box containing the account number "000009801000000007510000000000002610000000000". Below that is a "Default:" field with a text box containing "0.00%". A table with three columns: "Line Item No.", "Percentage", and "Amount" is displayed. The table has one row with the values "0001", "100.00", and "500.00". Below the table, it says "Total: 500.00". At the bottom of the dialog box are four buttons: "OK", "Cancel", "Apply", and "Help".

Line Item No.	Percentage	Amount
0001	100.00	500.00

Total: 500.00

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Account Code Management</b>							
Account:	The ACCS string: Bureau (2) FY (2) Project (7) Task (3) Fund Code (2) Program (9) Organization (16) BOC (8) User defined (6) Note: NIST uses a different sequence.	Defaults from requisition or can be found in the Look-up Table on the "Accounting Search" screen.	Yes	Yes	510600 330000009 8010000 000 0751000000000000 0 26100000 000000 (See page Purchase Request-32)	Common Usage	<b>Rules for Creating / Changing:</b> None. Transferred from C.Request. <b>Rules for Admin:</b> None
Default	Defines the percentage of the line item value which will be allocated to this ACCS when creating the line item.	Numeric (NNN.NN)	Yes	No	50.00, 25.00	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Line Item No.	List of the line items this ACCS occurs on.	Display only				Common Usage	<b>Rules for Creating / Changing:</b> None. <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Account Code Management</b>							
Percentage	Indicates the percentage of line item value assigned to this ACCS code.	Display only				Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Amount	Dollars allocated to this ACCS code on this line item.	Display only				Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None



## Screen Name: Purchase Request Line Item / Detail Tab

The screenshot shows a software window titled "Purchase Request Line Item" with a close button (X) in the top right corner. The window has several tabs: "Detail", "Accounting", "Delivery", "Additional Info", and "Receiving". The "Detail" tab is active. Below the tabs is a section labeled "Item Detail" containing a table with the following data:

Item No.	Quantity	UI	Unit Cost	Total Cost
0001	1.00	EA	500.00	500.00

Below the table are two search fields: "FSC:" and "Stock Item No:", each with a magnifying glass icon. Underneath these is a radio button selection for "Header" (unselected) and "Description" (selected). A text area below contains the text "this and that". At the bottom of the window are navigation arrows (up and down) and buttons for "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Purchase Request Line Item Detail Tab</b>							
Quantity	The number of products or services required for this line item.	Numeric	Yes	Yes	1, 99	Common Usage	<b>Rules for Creating / Changing:</b> Entered by the user. Relay any changes back to the Requisitioner. <b>Rules for Admin:</b> None
UI	Abbreviation for Unit of Issue. The two character code for the unit of measurement of the item being purchased.	Right Click on field to call Lookup Table	No	Yes	EA (Each) GA (Gallon) HR (Hour)	Common Usage	<b>Rules for Creating / Changing:</b> This field is particularly important to cross servicing. Defaults to EA. Relay any changes back to the Requisitioner. <b>Rules for Admin:</b> None
Unit Cost	The cost of the product or service per unit of issues.	Numeric	Yes	Yes	1234.55, 1.24	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Purchase Request Line Item Detail Tab</b>							
FSC	Abbreviation for Federal Supply Code. A four-character classification code of all items of supply used by the federal government.	Lookup Table 4-digit alphanumeric	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> Relay any changes back to the Requisitioner. <b>Rules for Admin:</b> Must be a valid code.
Stock Item No	Provides a means of simplifying the ordering process for stock or warehouse items frequently reordered.	Lookup Table	No	No	Lookup Table	Bureau Specific	<b>Rules for Creating / Changing:</b> Defaults from C.Request. Picking a stock item will overwrite the description field and additional text can also be added. <b>Rules for Admin:</b> Table is maintained at the bureau level. (NOAA) Could use standard stock numbers such as National Stock Numbers.

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Purchase Request Line Item Detail Tab</b>							
Header	A free text field used differently by each bureau to supplement the description of a line item. Prints before the line item.	Alphanumeric characters	Yes	No	Highlight an item, Periods of performance.	Bureau Specific	<b>Rules for Creating / Changing:</b> If IT, property, or security related, this should be mentioned in the first few words. Cannot be included as "See Attached." For Options/Mods/Orders, Contact Number must be included early in the description. Description appears on reports. <b>Rules for Admin:</b> None



## Screen Name: Purchase Request Line Item / Accounting Tab

**Purchase Request Line Item**

Detail **Accounting** Delivery Additional Info Receiving

Accounting & Appropriation  
 Line Item Cost: 500.00 Fund Code:

Account Lines:

Cost	Quantity	Pct	BOC	Account Code
500.00	1.00	100.00		51050033000000

Total Cost: 500.00 Total Percent: 100.00 %

Change Account Line

Cursor Position

Account:

BOC:

Percent:  Cost: 500.000000  Cost  Percent

Quantity: 1.00

**Percent Selected**

**Purchase Request Line Item**

Detail Accounting **Delivery** Additional Info Receiving

Accounting & Appropriation  
 Line Item Cost: 500.00 Fund Code:

Account Lines:

Cost	Quantity	Pct	BOC	Account Code
500.00	1.00	100.00		

Total Cost: 500.00 Total Percent: 100.00 %

Change Account Line

Cursor Position

Account:

BOC:

Percent: 100.00 Cost:   Cost  Percent

Quantity:

**Cost Selected**



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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Purchase Request Line Item Accounting Tab</b>							
Fund Code (Not Used)	Code used by the Treasury to assign funds to Federal Departments	2-digit numeric	Yes	No	N/A	Common Usage	<b>Rules for Creating / Changing:</b> The Fund Code is part of the full ACCS string. <b>Rules for Admin:</b> None
Account	The ACCS string: Bureau (2) FY (2) Project (7) Task (3) Fund Code (2) Program (9) Organization (16) BOC (8) User defined (6) Note: NIST uses a different sequence.	Lookup Table 55-digit numeric	Yes	Yes	510600 330000009 8010000 000 0751000000000000 26100000 000000 (See page Purchase Request-32)	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
BOC Code (Not Used)	Abbreviation for Budget Object Class. It is a numeric code assigned to financial transactions to identify the class of a service or item.	8-digit alphanumeric	No	No	Drop-Down List	Common Usage	<p><b>Rules for Creating / Changing:</b>            The BOC is part of the full ACCS string.</p> <p><b>Rules for Admin:</b>            Separate BOC fields should be grayed out.</p>
Percent or Cost	Dollars or percentage funded per accounting string. The data item displayed depends upon the radio button selection.	Numeric Field	Yes	Yes	100.00	Common Usage	<p><b>Rules for Creating / Changing:</b>            Fill in after selection of cost or percent radio button. If the cost button is selected, then enter dollar amount. If the percent button is selected, enter the percent associated with a single line item. The total for that line item must equal 100% or the total cost for the line item as indicated on the Line Item Detail screen. Choice must be the same for all line items.</p> <p><b>Rules for Admin:</b>            None</p>

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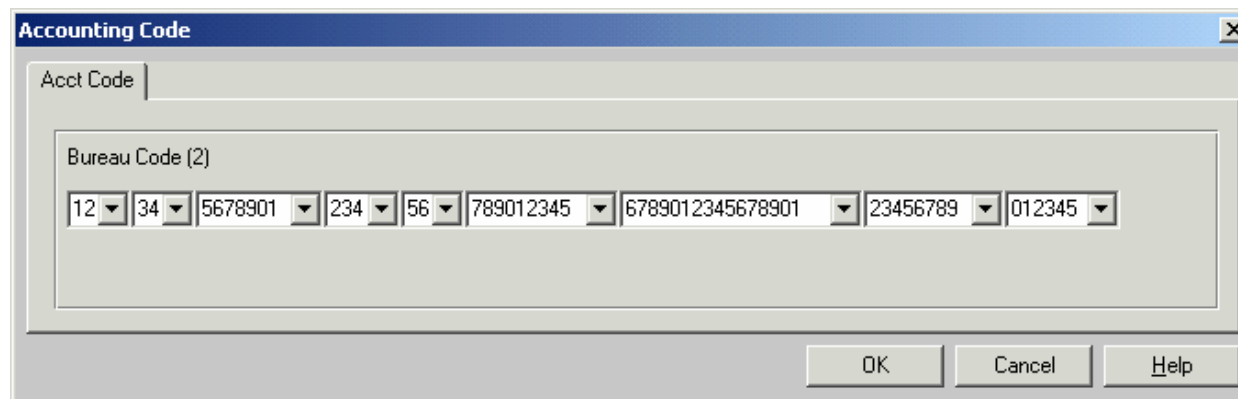


CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Cost or Percent	Cost or Percent selection using a radio button	Radio Button	No	Yes	Radio Button	Common Usage	Rules for Creating / Changing None <b>Rules for Admin:</b> None



## Screen Name: Accounting Code / Acct Code Tab

Displays when you double click on the Account block of the Purchase Request Line Item / Accounting Tab



The image shows a software dialog box titled "Accounting Code". It has a tab labeled "Acct Code". Inside the dialog, there is a section titled "Bureau Code (2)" which contains a series of nine dropdown menus. The values currently selected in these dropdowns are: 12, 34, 5678901, 234, 56, 789012345, 6789012345678901, 23456789, and 012345. At the bottom right of the dialog box, there are three buttons: "OK", "Cancel", and "Help".

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CSTARS Screen Field Name	Definition	Data Item Format	Free Form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau-Specific	Rules for Creating/ Changing & Rules for Administration
<b>Screen Name: Accounting Code ACCT Code Tab</b>							
Bureau Code (2)	2-digit FIPS Code designating the customer bureau	Drop-Down List 2-digit numeric	Yes	Yes	04 (Census) 13 (Bureau of Industry and Security-BIS) 14 (NOAA)	Common Usage	<b>Rules for Creating / Changing:</b> This is a segment. The entire ACCS can be imported. Must use appropriate accounting string for the money being used. <b>Rules for Admin:</b> Lookup Table maintained by the system administrator. Values must match CFS.
Fiscal Year (2)	Fiscal year of the money being used.	Drop-Down List 2-digit numeric	Yes	Yes	05 (2005) 06 (2006)	Common Usage	<b>Rules for Creating / Changing:</b> This is a segment. The entire ACCS can be imported. Must use appropriate accounting string for the money being used. <b>Rules for Admin:</b> Lookup Table maintained by system administrator

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CSTARS Screen Field Name	Definition	Data Item Format	Free Form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau-Specific	Rules for Creating/ Changing & Rules for Administration
Project (7)	Codes used to assign and track costs associated with specific work efforts.	Drop-Down List 7-digit alphanumeric	Yes	Yes	ITRAVEL	Common Usage	<p><b>Rules for Creating / Changing:</b>            This is a segment. The entire ACCS can be imported.            Must use appropriate accounting string for the money being used.</p> <p><b>Rules for Admin:</b>            Lookup Table maintained by system administrator</p>
Task (3)	Codes used to assign and track costs associated with specific work efforts. Task codes provide another level of detail to project codes.	Drop-Down List 3-digit alphanumeric	Yes	Yes	000	Common Usage	<p><b>Rules for Creating / Changing:</b>            This is a segment. The entire ACCS can be imported.            Must use appropriate accounting string for the money being used.</p> <p><b>Rules for Admin:</b>            Lookup Table maintained by system administrator</p>
Fund (2)	Code used by the Treasury to assign funds to Federal Departments.	Drop-Down List 2-digit numeric	Yes	Yes	33	Common Usage	<p><b>Rules for Creating / Changing:</b>            This is a segment. The entire ACCS can be imported.            Must use appropriate accounting string for the money being used.</p> <p><b>Rules for Admin:</b>            Lookup Table maintained by system administrator</p>

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CSTARS Screen Field Name	Definition	Data Item Format	Free Form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau-Specific	Rules for Creating/ Changing & Rules for Administration
Program (9)	Code used by Congress to grant program authority to Federal Departments. Program authority gives each Department the legal authority to spend funds.	Drop-Down List 9-digit numeric	Yes	Yes	10100000	Common Usage	<p><b>Rules for Creating / Changing:</b>            This is a segment. The entire ACCS can be imported.            Must use appropriate accounting string for the money being used.</p> <p><b>Rules for Admin:</b>            Lookup Table maintained by system administrator</p>
Organization (16)	Code used to identify the specific organization that is creating a procurement or finance transaction.	Drop-Down List 16-digit alphanumeric	Yes	Yes	1111001510160000	Common Usage	<p><b>Rules for Creating / Changing:</b>            This is a segment. The entire ACCS can be imported.            Must use appropriate accounting string for the money being used.</p> <p><b>Rules for Admin:</b>            Lookup Table maintained by system administrator</p>
Object Class (8)	Numeric codes assigned to financial transactions to identify the nature of a service or item.	Drop-Down List 8-digit alphanumeric	Yes	Yes	24000000	Common Usage	<p><b>Rules for Creating / Changing:</b>            This is a segment. The entire ACCS can be imported.            Must use appropriate accounting string for the money being used.</p> <p><b>Rules for Admin:</b>            Lookup Table maintained by system administrator</p>

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CSTARS Screen Field Name	Definition	Data Item Format	Free Form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau-Specific	Rules for Creating/ Changing & Rules for Administration
User Defined (6)	A field that can be used by the bureaus to track miscellaneous accounting transactions on an as-needed basis.	Drop-Down List 6-digit alphanumeric	Yes	Yes	Lookup Table	Common Usage	<p><b>Rules for Creating / Changing:</b>            In most cases, the User Defined Field (UDF) will contain six zeros. This is reserved for Finance for CFS purposes. End users should not enter anything other than zeroes unless told otherwise by Finance.</p> <p><b>Rules for Admin:</b>            This is not a user-defined field. In most cases, the User Defined Field (UDF) will contain all zeros. This is Finance reserved for CFS purposes.            This is a segment. The entire ACCS can be imported.            Must use appropriate accounting string for the money being used.</p>
BOC (Budget Object Class Code) (Not Used)	Currently not used	Drop-Down List 8-digit alphanumeric	Yes	No	Free form	N/A	<p><b>Rules for Creating / Changing:</b>            None</p> <p><b>Rules for Admin:</b>            None</p>





## Screen Name: Purchase Request Line Item / Delivery Tab

A screenshot of a software dialog box titled "Purchase Request Line Item". The dialog has a blue title bar with a close button (X) on the right. Below the title bar are five tabs: "Detail", "Accounting", "Delivery" (which is selected), "Additional Info", and "Receiving". The "Shipping Information" section is visible and contains the following fields and controls:

- "Delivery Date:" with a text box containing "06/14/2005".
- "Deliver To:" with a text box and a magnifying glass icon to its right.
- "Address Display:" with a large empty rectangular text area below it.
- "Priority:" with a text box containing "99".
- "Supplemental Address:" with a text box below the priority field.
- "FOB Designation:" with three radio button options: "Origin", "Destination" (which is selected), and "See Schedule".

At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help", along with two small arrow buttons on the far left.

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CSTARS Screen Field Name	Definition	Data Item Format	Free Form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau-Specific	Rules for Creating/ Changing & Rules for Administration
<b>Screen Name: Purchase Request Line Item Delivery Tab</b>							
Delivery Date (Purchase Request Line Item)	A date entered by procurement to indicate when line item delivery is expected. Note: This is NOT an FPDS-NG data item.	MM/DD/YYYY	No	Yes	Not recommended to use today's date except in case of emergency or high official request	Common Usage	<b>Rules for Creating / Changing:</b> Not recommended to use today's date. No backdating. If services, the delivery date will be the end date of the line item. <b>Rules for Admin:</b> None
Deliver To	The first point of delivery for the goods or service.	Address Code from Address Lookup Table	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> Propose carry over from requisition.

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CSTARS Screen Field Name	Definition	Data Item Format	Free Form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau-Specific	Rules for Creating/ Changing & Rules for Administration
FOB Designation	Abbreviation for Free on Board. It is the point where the government accepts responsibility for delivery. If Origin, the Government assumes cost of shipping and responsibility for the items at vendors outboard shipping point. If destination, the vendor pays shipping and the government does not accept responsibility until delivery to the final destination.	Defaults from Admin Section Options: Origin Destination See Schedule	No	Yes	Radio Buttons	Common Usage	<b>Rules for Creating / Changing:</b> The Procurement Office should complete this field. In the end it is a Contracting Officer's decision. <b>Rules for Admin:</b> None
Priority (Not Used)	War code priority. Can be re-established when necessary.	Text Field - 2 digits	Yes	No	99	Common Usage	<b>Rules for Creating / Changing:</b> Would only be used in time of war. Training issue. <b>Rules for Admin:</b> None
Supplemental Address	Free text field used differently by each bureau for specific delivery instructions.	Text Field	Yes	Yes	Name, Building, Room for delivery.	Common Usage	<b>Rules for Creating / Changing:</b> Defaults from document level. Can be changed for specific line item <b>Rules for Admin:</b> None



## Screen Name: Purchase Request Line Item / Additional Info Tab

The screenshot shows a software dialog box titled "Purchase Request Line Item" with a close button (X) in the top right corner. The dialog has five tabs: "Detail", "Accounting", "Delivery", "Additional Info" (which is selected), and "Receiving".

Under the "Additional Info" tab, there are three sections:

- Pricing Options:** Contains five checkboxes:
  - Not Separately Priced
  - Not to Exceed
  - Prior Year
  - Include in Surcharge
- Additional Information:** Contains a text field labeled "Project ID:" which is currently empty.
- Period of Performance:** Contains a dropdown menu labeled "Option Period:" with the value "Blank" selected, a search icon to its right, and two empty text fields labeled "Begin Date:" and "End Date:" below it.

At the bottom of the dialog, there are four buttons: "OK", "Cancel", "Apply", and "Help". On the far left, there are two small arrow buttons (up and down).

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CSTARS Screen Field Name	Definition	Data Item Format	Free Form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau-Specific	Rules for Creating/ Changing & Rules for Administration
<b>Screen Name: Purchase Request Line Item Additional Info Tab</b>							
Pricing Options	Method for each line item if you are not using fixed pricing.	Options: Not Separately Priced Fully Awarded - defaults to checked Not to Exceed Prior Year Include in Surcharge	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> Only required if using one of the three option If Not to Exceed is chosen, the following options are displayed and one must be chosen: <ul style="list-style-type: none"> <li>• Quantity</li> <li>• Price</li> <li>• Both</li> </ul> <b>Rules for Admin:</b> None
Project ID	Bureau specific number to identify special efforts, projects, and plans.	Numeric Field	Yes	No	Varies by bureau	Bureau Specific	<b>Rules for Creating / Changing:</b> NOAA uses for SAM NIST uses for work order number. OS uses for COMMITS funds tracking Census uses for ITBP number <b>Rules for Admin:</b> Only the first 9 of the 30 characters pass to CFS.

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CSTARS Screen Field Name	Definition	Data Item Format	Free Form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau-Specific	Rules for Creating/ Changing & Rules for Administration
Option Period	A designated period of time beyond the base period. Used for services to designate multi-year needs.	Lookup Table Options: Blank Base Year Option Period	No	No	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> Used for services only. Base Period - The initial range of final performance. Option Period - Additional ranges of time after the base period Used as Option Quantity as well. <b>Rules for Admin:</b> None
Exercise	Checkbox displays if contract has options that can be exercised.	Checkbox	No	CD	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> If not checked, the money will not be obligated. Training issue. <b>Rules for Admin:</b> None
Begin Date	Base period or option start date.	MM/DD/YYYY	No	CD	02/15/2006	Common Usage	<b>Rules for Creating / Changing:</b> Required if Line Item Option used. <b>Rules for Admin:</b> Dates must be validated at award time.

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CSTARS Screen Field Name	Definition	Data Item Format	Free Form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau-Specific	Rules for Creating/ Changing & Rules for Administration
End Date	Base period or option end date.	MM/DD/YYYY	No	CD	02/14/2008	Common Usage	<b>Rules for Creating / Changing:</b> Required if Line Item Option used. <b>Rules for Admin:</b> Dates must be validated at award time



## Screen Name: Purchase Request Line Item / Receiving Tab

A screenshot of a software dialog box titled "Purchase Request Line Item". The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar is a tabbed interface with five tabs: "Detail", "Accounting", "Delivery", "Additional Info", and "Receiving". The "Receiving" tab is currently selected. Inside the dialog, there is a section titled "Receiving Information" enclosed in a light gray border. This section contains three rows of controls: "Receiving Method:" with two radio buttons, "Dollar/Based" (selected) and "Quantity/Based"; "RI Matching:" with three radio buttons, "2-way" (selected), "3-way", and "4-way"; and "Receiving Office:" followed by an empty text input field. At the bottom of the dialog, there are four buttons: "OK", "Cancel", "Apply", and "Help". To the left of the "OK" button are two small arrow buttons (up and down).



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CSTARS Screen Field Name	Definition	Data Item Format	Free Form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau-Specific	Rules for Creating/ Changing & Rules for Administration
<b>Screen Name: Purchase Request Line Item Receiving Tab</b>							
Receiving Method	Method in which invoice will be processed (quantity-based or price)	Options: Dollar Based Quantity Based	No	Yes	Radio Buttons	Common Usage	<b>Rules for Creating / Changing:</b> If you award more than one quantity, then it would be Quantity 1 JB are \$XX would be price. <b>Rules for Admin:</b> None
RI Matching	The number of documents required by vendor in order to be paid.	Options: 2-way 3-way 4-way	No	Yes	Radio Buttons	Common Usage	<b>Rules for Creating / Changing:</b> 2-way - award and invoice. 3-way - award, invoice and R&I 4-way – award, invoice, receipt, and acceptance <b>Rules for Admin:</b> None
Receiving Office	Office code where the invoice is to be sent.	Text Field - 8 chars	Yes	Yes	Lookup Table.	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None



## Screen Name: Route List / Reviewer Tab

A screenshot of a software dialog box titled "Route List" with a "Reviewer" tab selected. The dialog contains several input fields and radio buttons. The "Reviewer's code" field is empty with a search icon to its right. The "Reviewer:" and "Title:" labels are present but their corresponding input fields are not visible. The "Order for receiving document:" field contains the value "10". The "Priority of document being routed:" field also contains the value "10". There are three radio button options: "Approval Required" (which is selected), "Carbon Copy", and "View Only" (which is unchecked). At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".

Route List

Reviewer

Reviewer's code:

Reviewer:

Title:

Order for receiving document:

Priority of document being routed:

Approval Required  Carbon Copy

View Only

OK Cancel Apply Help



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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Route List Reviewer Tab</b>							
Reviewer Code	Three-character agent code pulled from the user setup. This will vary per bureau and be the people that you need/want to review the award.	Reviewer Code from Lookup Table 3-digit alphanumeric	No	Yes	Lookup Table	Bureau Specific	<p><b>Rules for Creating / Changing:</b>            Can be edited along the way and previous reviewers are not required by the system to review again.            Can be routed as view only to prevent editing. User can add himself or herself as the last person on route so that they receive a notification when the requisition has received final approval.            The system will allow preset routing but it is not enforced.</p> <p><b>Rules for Admin:</b>            None</p>
Receiving Order	The sequence in which the selected reviewer/approver will get the award.	Numeric Value for Routing (10, 20, 30, etc.)	Yes	Yes	10, 25	Common Usage	<p><b>Rules for Creating / Changing:</b>            The system starts with 10 and increases in increments of 10, but this can be changed to any integer. Two or more individuals can have the same sequence number.</p> <p><b>Rules for Admin:</b>            None</p>

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Priority	Option that moves the approval action message to the top of the approver's CSTARS inbox.	Numeric Value defaults to 10	No	No	10, 25	Common Usage	<b>Rules for Creating / Changing:</b> Training issue. <b>Rules for Admin:</b> None
Type of Approval	Approval Required - Document must be approved before it proceeds on the routing. Carbon Copy - Document will proceed on route regardless approval.	Options: Approval Required Carbon Copy	No	Yes	Radio Button	Common Usage	<b>Rules for Creating / Changing:</b> CAUTIONARY NOTE: Approval is not required by the system prior to Obligation. Defaults to "Approval Required". User can change to "Carbon Copy". Carbon Copy still requires an Approve/Disapprove action to remove from inbox. <b>Rules for Admin:</b> None
View Only	Checkbox which allows/prevents reviewers to make changes.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> The default is field is unchecked." View only" allows approval/disapproval, but not document editing. If you select "Carbon Copy", View Only defaults. <b>Rules for Admin:</b> None

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## Solicitation Screens

### Screen Name: Requisition and PIIN / PIIN Tab

A screenshot of a software dialog box titled "PIIN Number Assignment". The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar, there is a tab labeled "PIIN". The main area of the dialog contains the text "Please enter the Solicitation Number". Below this text are four input fields: the first contains "SB1341", the second contains "06", the third is a dropdown menu with "R" selected, and the fourth contains "0011". At the bottom of the dialog are two buttons: "OK" and "Cancel".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Create Solicitation: PIIN Number Assignment</b>							
Solicitation Number	Control number that uniquely identifies a solicitation document.	4 Segments: Activity Code = 6 char Fiscal Year = 2 digits Counter Code = 2 chars Counter = 4 digits	No	Yes	SB134106001 (Prefix varies with bureau)	Common Usage	<b>Rules for Creating / Changing:</b> Fiscal year cannot be changed. Counter is system generated. <b>Rules for Admin:</b> Bureau codes are maintained at the bureau level.



## Screen Name: Solicitation / Admin Tab

**Solicitation** [X]

Admin | Properties | Text | Addresses | SF1417 | SF1442

Solicitation Information

Issue Date: 04/17/2006      Solicitation Form: [v]

Type of Solicitation: RFQ [v]       Supplies  Services

Web Publish URL: [ ]

FED BIZ OPS URL: [ ]

Quote/Bid/Proposal Information

Offers Due On: [ / / ]

Offers Due At: 12:00 [ PM ]

# Copies Due: 00

Depository Location: [ ]

OK      Cancel      Apply      Help



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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Solicitation Administration: Solicitation Tab Admin</b>							
Issue Date	Date of solicitation release.	Defaults to Today's Date	No	Yes	04/17/2006	Common Usage	<b>Rules for Creating / Changing:</b> Issue date must equal release date. If issue date passes, you must go back and update issue date. <b>Rules for Admin:</b> None
Solicitation Form	Cover sheet for the solicitation	Options: SF1417 SF1442 SF1447 SF1449 SF18 SF33	No	Yes	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> Drop-down list maintained by system administrator
Type of Solicitation	Method of requesting information	Options: RFP IFB RFQ	No	Yes	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> Drop-down list maintained by system administrator

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Supplies	All property except land or interest in land.	Checkbox	No	No	Checkbox	Bureau Specific	<p><b>Rules for Creating / Changing:</b> Usage varies by bureau.</p> <p><b>Rules for Admin:</b> None</p>
Services	Labor	Checkbox	No	No	Checkbox	Bureau Specific	<p><b>Rules for Creating / Changing:</b> Usage varies by bureau.</p> <p><b>Rules for Admin:</b> None</p>
Web Publish URL (Not used)	A pre-configured web address for an external posting of documents.	Text Field	Yes	No	Not Used	Common Usage	<p><b>Rules for Creating / Changing:</b> Commerce does not have this posting website. All bureaus must post to FedBizOpps. COMMITS is posted on IBOP.</p> <p><b>Rules for Admin:</b> The upload is to a specific location which must be accessed manually to remove it later from the website.</p>

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
FED BIZ OPPS URL	URL to post the solicitation on FedBizOpps.	Text Field - 100 chars	Yes	No	<a href="http://www.fbo.gov">http://www.fbo.gov</a>	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Offers Due On	Date the offers are due.	MM/DD/YYYY	No	Yes	04/17/2006	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Offers Due At	The time the offers are due.	Time Field - Defaults to 12:00 PM Options: AM PM 24 Hour	No	Yes	12:00 PM	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
# Copies Due	Total number of response copies (as defined in FAR section L) in addition to original to be returned to the Contracting Officer.	Defaults to 00 *numeric only	Yes	Yes	3	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Depository Location	Place of delivery for the response.	Text Field - 40 chars	Yes	Yes	US DOC, HCHB Rm 6420, Wash. DC or	Common Usage	<p><b>Rules for Creating / Changing:</b>            Location can be clarified in the Offer To field on the Addresses Tab.            Must follow delivery policy to ensure accurate delivery to location.            Must ensure access by responders or delivery people.</p> <p><b>Rules for Admin:</b>            Needs to be supported by delivery policy; e.g. FedEx, U.S. mail to ensure proper delivery.</p>



## Screen Name: Solicitation / Properties Tab

A screenshot of a software dialog box titled "Solicitation". The dialog has a tabbed interface with "Admin", "Properties", "Text", "Addresses", "SF1417", and "SF1442". The "Properties" tab is active. It contains several input fields and radio button groups. The "Properties" section includes "FSS Group:" (empty), "NAICS Code:" (empty with a search icon), "Rating:" (empty), "(rated orders under DPAS)", and "FSC: none" (with a search icon). The "Set Aside" section has radio buttons for "Small Business", "Emerging Small Business", "HUBZone Small Business", "Service-Disabled Veteran-Owned", "8(a)", and "None of the Above" (which is selected). Below these are "Set-Aside Percent: 000" and "Size Standard:" (empty). The "Delivery Information" section has radio buttons for "Destination" (selected), "Origin", and "See Schedule", followed by a "Deliver On:" field containing " / /". At the bottom are "OK", "Cancel", "Apply", and "Help" buttons.

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Solicitation Administration: Solicitation Properties Tab</b>							
FSS Group (Not Used)	Abbreviation for Federal Supply Schedule. A two-digit code maintained through GSA that identifies the type of effort grouping.	Text Field - 6 chars	Yes	No	123456	Bureau Specific	<b>Rules for Creating / Changing:</b> Field not used by OS, NIST, and NOAA. Census uses this field. <b>Rules for Admin:</b> None
NAICS Code	Abbreviation for North American Industry Classification System. The classification code for the product or service. Note: See <a href="http://www.census.gov/epcd/naics02">http://www.census.gov/epcd/naics02</a> for codes.	NAICS Code from NAICS Lookup Table 6-Digit	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Rating (DPAS) Rating	Stands for Defense Priorities and Allocation System. A joint DOD – DOC priority rating for ordering commodities during a time of national emergency.	Text Field - 4 chars	Yes	No	DXA1, DOA7	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
FSC	Abbreviation for Federal Supply Code. A four-character classification code of all items of supply used by the federal government.	4-digit alphanumeric	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Set Aside	Describes the type of Small Business.	Options: Small Business Emerging Small Business HUBZone Small Business Service-Disabled Veteran Owned 8(a) None of the Above	No	Yes	Radio Button	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Set Aside Percent	Percent of solicitation that will be set aside for the selected business identified in the Set Aside block.	Text Field - 3 chars	Yes	CD	50	Common Usage	<b>Rules for Creating / Changing:</b> The data is entered if Set Aside is elected. <b>Rules for Admin:</b> None
Size Standard	A size limit based on number of employees and/or annual revenue that determines a business' small business eligibility based on NAICS code.	Text Field - 6 chars	Yes	CD	1000 employees, \$10 Million	Common Usage	<b>Rules for Creating / Changing:</b> The data is entered if Set Aside is elected. <b>Rules for Admin:</b> None

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Delivery Information	Point when title/receipt pass.	Options: Destination Origin See Schedule	No	Yes	Radio Button	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> Standard definition
Deliver On	For services contracts, it is the first date of the expected delivery on the contract. For products, it is the anticipated delivery date for first unit.	MM/DD/YYYY	No	No	01/12/2006	Common Usage	<b>Rules for Creating / Changing:</b> If not filled in, will print "SEE SCHEDULE" <b>Rules for Admin:</b> None





## Screen Name: Solicitation / Text Tab

A screenshot of a software window titled "Solicitation". The window has a tabbed interface with tabs for "Admin", "Properties", "Text", "Addresses", "SF1417", and "SF1442". The "Text" tab is active. Inside the window, there is a "Comments" section with a text area for "Special comments/notations to be printed before line items". Below this is a text field for "Text file to be printed after the line items." containing the word "NONE". To the right of this field are three buttons: "Browse", "Launch", and "Templates". At the bottom of the window are four buttons: "OK", "Cancel", "Apply", and "Help".

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Solicitation Text Tab</b>							
Special Comments	Any explanatory comments to help the vendor understand the solicitation as a whole. These comments are printed before the line items	Text Field	Yes	No	Comments	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Text File to be printed after the line items	A valid logical path of the file with the text that will be printed after all the line items. May be a separate page.	Text Field - 50 chars	Yes	No	P://file.doc	Common Usage	<b>Rules for Creating / Changing:</b> CSTARS may be sensitive to font of the document being imported. Courier type is recommended. <b>Rules for Admin:</b> None



## Screen Name: Solicitation / Addresses Tab

**Solicitation** [X]

Admin | Properties | Text | **Addresses** | SF1417 | SF1442

Address Information

Enter a valid address code for each of the four addresses. The corresponding address will display below.

Issued By:  [Search]      Offer To:  [Search]

Deliver To:  [Search]      Contract Office:  [Search]

Address Display:

NATIONAL INST OF STDS AND TECHNOLOGY  
100 BUREAU DRIVE STOP 1640  
BUILDING 301 ROOM B129  
GAITHERSBURG MD 20899-1640

OK    Cancel    Apply    Help

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/ CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Solicitation Addresses Tab</b>							
Issued By	The procurement office.	Address Code from Address Lookup Table	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> None Address display depending on field. <b>Rules for Admin:</b> Defaults from User Profile, if set.
Offer To	Code of the procurement office to receive response.  The resulting address is displayed in the "Address Display" field.	Address Code from Address Lookup Table	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> Need to be careful to have office room number and assure that vendors have access to that room for response delivery. <b>Rules for Admin:</b> List maintained by System Administrator at a Bureau level. Some of the fields can be pre-filled based on user profile.
Deliver To	The first point of delivery for the goods or services.	Address Code from Address Lookup Table	No	Yes	Lookup Table Could be a loading dock or direct office.	Common Usage	<b>Rules for Creating / Changing:</b> Group recommends making this field required. <b>Rules for Admin:</b> List maintained by system admin at a Bureau level Some of the fields can be pre-filled based on user profile.

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/ CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Contract Office	The procurement office providing the procurement services.	Address Code from Address Lookup Table	No	No	Lookup Table	Common Usage	<p><b>Rules for Creating / Changing:</b>            Group recommends making this field optional.</p> <p><b>Rules for Admin:</b>            List maintained by System Administrator at a Bureau level. Some of the fields can be pre-filled based on user profile.</p>



## Screen Name: Solicitation / SF1417 Tab

**Solicitation** [X]

Admin | Properties | Text | Addresses | SF1417 | SF1442

Project Information

Project No.:

Project Title:

Project Location:

Est Cost From:  To:

Bidding Information

SF1417 Issue Date:  Date Solicitation Available:

SF1417 Return Date:  Time For Completion (days):

Doc Charge:   Amount is refundable

Payable to:

Restricted to Small Business  Subcontracting Plan Required

OK Cancel Apply Help

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Solicitation SF1417 Tab</b>							
Project Number (Not Used)	SF1417 was removed from the FAR.	Text Field - 16 chars	Yes	N/A	N/A	N/A	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> SF 1417 removed from the FAR.
Project Title (Not Used)	SF1417 was removed from the FAR.	Text Field - 50 chars	Yes	N/A	N/A	N/A	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> SF 1417 removed from the FAR.
Project Location (Not Used)	SF1417 was removed from the FAR.	Text Field - 50 chars	Yes	N/A	N/A	N/A	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> SF 1417 removed from the FAR.

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Est. Cost From (Not Used)	SF1417 was removed from the FAR.	Amount Field defaults to 0.00	No	N/A	N/A	N/A	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> SF 1417 removed from the FAR.
Est. Cost To (Not Used)	SF1417 was removed from the FAR.	Amount Field defaults to 0.00	No	N/A	N/A	N/A	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> SF 1417 removed from the FAR.
SF1417 Issue Date (Not Used)	SF1417 was removed from the FAR.	Date Field	No	N/A	N/A	N/A	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> SF 1417 removed from the FAR.
Date Solicitation Available (Not Used)	SF1417 was removed from the FAR.	Date Field	No	N/A	N/A	N/A	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> SF 1417 removed from the FAR.



CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
SF1417 Return Date (Not Used)	SF1417 was removed from the FAR.	Date Field	No	N/A	N/A	N/A	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> SF 1417 removed from the FAR.
Time for Completion (days) (Not Used)	SF1417 was removed from the FAR.	Defaults to 00000	No	N/A	N/A	N/A	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> SF 1417 removed from the FAR.
Doc Charge (Not Used)	SF1417 was removed from the FAR.	Amount Field defaults to 0.00	No	N/A	N/A	N/A	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> SF 1417 removed from the FAR.
Amount is Refundable (Not Used)	SF1417 was removed from the FAR.	Checkbox	No	N/A	N/A	N/A	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> SF 1417 removed from the FAR.

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Payable to (Not Used)	SF1417 was removed from the FAR.	Text Field - 20 chars	Yes	N/A	N/A	N/A	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> SF 1417 removed from the FAR.
Restricted to Small Business (Not Used)	SF1417 was removed from the FAR.	Checkbox	No	N/A	N/A	N/A	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> SF 1417 removed from the FAR.
Subcontracting Plan Required (Not Used)	SF1417 was removed from the FAR.	Checkbox	No	N/A	N/A	N/A	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> SF 1417 removed from the FAR.



## Screen Name: Solicitation / SF1442 Tab

**Solicitation** [X]

Admin | Properties | Text | Addresses | SF1417 | SF1442

Performance

Performance must begin within:  calendar days and end within:  calendar days after receiving:  Award  Notice to Proceed

The Performance Period is:  Mandatory  Negotiable

If the period is negotiable see:

Bonds

Contractor must furnish any required performance and payment bonds.

Bonds are due:  calendar days after award.

Additional Requirements

Offer guarantee is required.

Offers must provide:  calendar days for gov't acceptance after offers are due.

OK Cancel Apply Help

CBE BPR and Data Standardization  
 2.0 Award the Contract  
 3.0 Administer the Contract



CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Solicitation SF1442 Tab</b>							
Performance must begin within	Lead time for start of service period.	Text Field - 3 digits (defaults to 1)	No	No	30, 60, 90	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to 1. Mandatory for construction. <b>Rules for Admin:</b> None
and end within	Minimum number of days that service must be performed within.	Text Field - 4 digits (defaults to 1)	No	No	120, 180, 360	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to 1. Mandatory for construction. <b>Rules for Admin:</b> None
Calendar days after receiving	Service period begins after receipt of this document.	Options: Award Notice to Proceed	No	Yes	Radio Button	Bureau Specific	<b>Rules for Creating / Changing:</b> Defaults to Award. <b>Rules for Admin:</b> None
The performance period is	Scheduled timeframe for which the service is rendered.	Options: Mandatory Negotiable	No	Yes	Radio Button	Bureau Specific	<b>Rules for Creating / Changing:</b> Defaults to Mandatory. <b>Rules for Admin:</b> None

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
If the period is negotiable see	If the "Negotiable" block is checked, vendor has the option to propose a different start and end date for a period of performance in this field.	Text Field - 35 chars	Yes	No	Instructions to Vendors	Common Usage	<b>Rules for Creating / Changing:</b> Rules for Creating / Changing <b>Rules for Admin:</b> None
Contractor must furnish any required performance and payment bonds	Ensures payment to employees, subcontractors, and suppliers	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to checked. <b>Rules for Admin:</b> None
Bonds are due 'x' calendar days after award	The number of days the contractor has to provide the bonds to the government.	Text Field - 3 digits (defaults to 0)	No	No	15	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to 0. Mandatory for construction. <b>Rules for Admin:</b> None
Offer guarantee is required	Bid bond or survey to guarantee the bid or offer and must accompany their response.	Checkbox	No	No	Checkbox	Bureau Specific	<b>Rules for Creating / Changing:</b> Mandatory for construction. <b>Rules for Admin:</b> None

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Offers must provide 'x' calendar days for gov't acceptance	Bid acceptance period for government to accept the response before the contractor is permitted to withdraw their offer.	Text Field - 3 digits (defaults to 0)	No	No	10, 20, 30	Bureau Specific	<b>Rules for Creating / Changing:</b> Defaults to 1. Mandatory for construction. <b>Rules for Admin:</b> None



## Screen Name: Bidder Detail / Detail Tab

**Bidder Detail** [X]

Detail | Quote Info | Personnel | Addresses

Company/Point of Contact Information

ID Code: 00004210

Vendor Name: 101COMMUNICATIONS INC

Contact: [ ]

Phone No: [ ]

Toll Free Number: 1- - - [ ]

Fax Number: [ ]

E-Mail Address: [ ]

Web Page Address: [ ]

Socio-Economic Information

Owner: None [v] Bus. Size: None of above [v]

Bus. Type: None of Above [v]

HBCU/Minority Institution:  Local Vendor:

OK Cancel Apply Help

CBE BPR and Data Standardization  
 2.0 Award the Contract  
 3.0 Administer the Contract



CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Bidder Detail Detail Tab</b>							
ID Code	System generated code that represents the business entity.	Defaults based on vendor chosen (cannot be changed)	No	No	00002323	Common Usage	<p><b>Rules for Creating / Changing:</b></p> <p>This screen is only used if the vendors are known. Example: You have identified vendors off GSA Schedule. Or under \$25k and you are sending it to three known vendors. If the vendor is not already in the CSTARS database, then fields will need to be completed.</p> <p><b>Rules for Admin:</b> None</p>



CBE BPR and Data Standardization  
 2.0 Award the Contract  
 3.0 Administer the Contract



CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Vendor Name	The business entity.	Defaults based on vendor chosen (cannot be changed)	No	No	ACME Supplies	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> System Administrator enters new vendors. User selects from drop-down list.
Contact	A person the vendor has named as point of contact.	Defaults from CSTARS Vendor Profile - can be changed for this solicitation	Yes	No	John Jones	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> System Administrator enters new vendors. User selects from drop-down list.
Phone No	Vendor point of contact phone number.	Defaults from CSTARS Vendor Profile - can be changed for this solicitation	Yes	No	202 433 8765	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> System Administrator enters new vendors. User selects from drop-down list.

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Toll Free Number	Vendor point of contact toll free phone number.	Defaults from CSTARS Vendor Profile - can be changed for this solicitation	Yes	No	800 333 1233	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> System Administrator enters new vendors. User selects from drop-down list.
Fax Number	Vendor point of contact fax number.	Defaults from CSTARS Vendor Profile - can be changed for this solicitation	Yes	No	202 433 8764	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> System Administrator enters new vendors. User selects from drop-down list.
Email Address	Vendor point of contact email address.	Defaults from CSTARS Vendor Profile - can be changed for this solicitation	Yes	No	jjones@AMCE.com	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> System Administrator enters new vendors. User selects from drop-down list.

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Web Page Address	Vendor web page URL.	Defaults from CSTARS Vendor Profile - can be changed for this solicitation	Yes	No	www.acme.com	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> System Administrator enters new vendors. User selects from drop-down list.
Owner	Indicates a category of business ownership. Recommend this field not be used, as data item is not electronically transferred to FPDS-NG. Data is required and input directly by the user into FPDS-NG system.	Options: Woman Owned Disadvantaged Both None	No	No	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> Generally used for vendors not in the CSTARS database <b>Rules for Admin:</b> None
Bus Size	Defines a size or type category. Recommend this field not be used, as data item is not electronically transferred to FPDS-NG. Data is required and input directly by the user into FPDS-NG system.	Options: Large Small Outside the US Edu/Non-Profit None of the Above	No	No	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> Generally used for vendors not in the CSTARS database <b>Rules for Admin:</b> None

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Bus Type	Defines a general sector in which the business operates. Recommend this field not be used, as data item is not electronically transferred to FPDS-NG. Data is required and input directly by the user into FPDS-NG system.	Options: Manufacturer/Producer Service Establishment Construction Concern Research & Development Surplus Dealer Regular Dealer 1 Regular Dealer 2 None of the Above	No	No	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> Generally used for vendors not in the CSTARS database <b>Rules for Admin:</b> None
HBCU/Minority Institution	Historically Black College or University/Minority Institution Recommend this field not be used, as data item is not electronically transferred to FPDS-NG. Data is required and input directly by the user into FPDS-NG system.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> Generally used for vendors not in the CSTARS database <b>Rules for Admin:</b> None
Local Vendor	Indicates whether the business is in the near geographical area. Recommend this field not be used, as data item is not electronically transferred to FPDS-NG. Data is required and input directly by the user into FPDS-NG system.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> Generally used for vendors not in the CSTARS database <b>Rules for Admin:</b> None



## Screen Name: Bidder Detail / Quote Info Tab

**Bidder Detail** [X]

Detail | **Quote Info** | Personnel | Addresses

Quote Info

Quote Date: 04/17/2006      Quote Expires On: [ ]

Delivery Date: [ ]      Delivery FOB: Origin [v]

Bid Security Amt: 0.00      Sec. Type: [ ]

Addenda Acknowledged:

Discounts

Discount Terms: 00.000%	Discount Days: 000
00.000%	000
00.000%	000
00.000%	000

Net Due: 030

OK    Cancel    Apply    Help

CBE BPR and Data Standardization  
 2.0 Award the Contract  
 3.0 Administer the Contract



CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Bidder Detail Quote Info Tab</b>							
Quote Date	Date quote made (Assigned by the business entity)	MM/DD/YYYY	No	No	Actual date of the quote.	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to today's date. <b>Rules for Admin:</b> None
Quote Expires On	The date the quote expires based on information in the quote.	MM/DD/YYYY	No	No	06/20/2006	Common Usage	<b>Rules for Creating / Changing:</b> Check quote to ensure the vendor has not entered more/less than standard. <b>Rules for Admin:</b> None
Delivery Date (Not Used)	A realistic date entered by procurement to indicate when delivery is expected.	MM/DD/YYYY	No	No	08/20/2006	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> Agency dependent

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Delivery FOB	Point where the government accepts responsibility for delivery. If Origin, the Government assumes cost of shipping and responsibility for the items at vendors outboard shipping point. If destination, the vendor pays shipping and the government does not accept responsibility until delivery to the final destination.	Options: Origin Destination	No	No	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> The Procurement Office should complete this field. In the end it is a Contracting Officer's decision. <b>Rules for Admin:</b> Destination is preferred.
Bid Security Amt (Not Used)	A percentage of contract amount paid by the vendor to ensure bids are bona fide.	Amount Field defaults to 0.00	No	No	2%	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Sec Type (Not Used)	Classification of security tendered by the contractor	Text Field - 12 chars	Yes	No	Bond or certified check	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Addenda Acknowledged (Not Used)	Vendor acknowledgment of an amendment to solicitation.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Discount Terms (Not Used)	Discount offered by the vendor for prompt payment within a specified number of days. Four lines are provided for the discount offerings.	Percentage Field defaults to 00.000%	No	No	1%	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Discount Days (Not Used)	Number of days that the discount is offered. Four lines are provided for the discount offerings.	Text Field defaults to 000	No	No	15, 30, 45	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Net Due (Not Used)	The number of days the government has to make payment following receipt of acceptable invoice.	Text Field defaults to 30	No	No	Net 30	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None





CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Bidder Detail Personnel Tab</b>							
Add Personnel (Not Used)	Vendor contact information	Name from specific vendor personnel table	No	No	John Jones	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None



## Screen Name: Bidder Detail / Addresses Tab

**Bidder Detail** [X]

Detail | Quote Info | Personnel | **Addresses**

Mailing Address

Mailing  Payment

Country:  Zone:

Name:

Address:

City:

State:  Zip Code:

OK Cancel Apply Help

CBE BPR and Data Standardization  
 2.0 Award the Contract  
 3.0 Administer the Contract



CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Bidder Detail Addresses Tab</b>							
Mailing/Payment Address	Mailing addressor vendor to send solicitation, if different from CSTARS vendor database.	Radio Button	No	No	Radio Button	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Country	Country of vendor where solicitation is being mailed.	Defaults from CSTARS Vendor Profile can be changed for this solicitation.	No	No	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Name	Vendor Name	Defaults from CSTARS Vendor Profile cannot be changed.	No	No	Acme Supplies	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Address	Address of vendor where solicitation is being mailed. Three lines are provided to capture the address	Defaults from CSTARS Vendor Profile can be changed for this solicitation.	Yes	No	123 Main Street	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

CBE BPR and Data Standardization  
 2.0 Award the Contract  
 3.0 Administer the Contract



CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
City	City of vendor where solicitation is being mailed.	Defaults from CSTARS Vendor Profile can be changed for this solicitation.	Yes	No	Boston	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
State	State of vendor where solicitation is being mailed.	Defaults from CSTARS Vendor Profile can be changed for this solicitation.	Yes	No	MA	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Zip Code	Zip code of vendor where solicitation is being mailed.	Defaults from CSTARS Vendor Profile can be changed for this solicitation.	Yes	No	22345	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None



## Screen Name: Solicitation Line Item / Detail Tab

The screenshot shows a software window titled "Solicitation Line Item" with a "Detail" tab selected. The window contains the following fields and controls:

- Item Detail Table:**

Item No.	Quantity	UI	Total Cost
0001	1.00	EA	0.00
- FSC:** none
- Stock Item No.:** (empty field)
- Radio Buttons:**  Header,  Description
- Description Text Area:**

Renewal of order number SB134105W0880  
APLAC 2006 Membership Fee  
The benefits and services that are covered in the annual membership fee are:

  - o access to technical documents, guides, etc
  - o peer evaluation
  - o recognition of technical competence, supporting international work
- Buttons:** OK, Cancel, Apply, Help

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Solicitation Line Item Detail Tab</b>							
Quantity	The number of products or services required for this line item.	Defaults from PR (can be changed)	Yes	Yes	1, 99	Common Usage	<b>Rules for Creating / Changing:</b> Entered by the user. Relay any changes back to the Requisitioner. <b>Rules for Admin:</b> None
UI	Abbreviation for Unit of Issue. The two character code for the unit of measurement of the item being purchased.	Defaults from PR (can be changed) Right Click on field to call Lookup Table	No	Yes	EA (Each) GA (Gallon) HR (Hour)	Common Usage	<b>Rules for Creating / Changing:</b> This field is particularly important to cross servicing. Defaults to EA. Relay any changes back to the Requisitioner. <b>Rules for Admin:</b> None
FSC	Abbreviation for Federal Supply Code. A four-character classification code of all items of supply used by the federal government.	4-digit alphanumeric Defaults from PR (can be changed)	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> Relay any changes back to the Requisitioner. <b>Rules for Admin:</b> Must be a valid code.

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Stock Item No	Provides a means of simplifying the ordering process for stock or warehouse items frequently reordered.	Defaults from PR (can be changed)	No	No	Lookup Table	Bureau Specific	<b>Rules for Creating / Changing:</b> NIST - A string of numbers used for working capital fund amortization. Fed to another system. NOAA - Open to end users CENSUS - Open to end users OS - Not used <b>Rules for Admin:</b> None
Header	A free text field used differently by each bureau to supplement the description of a line item. Prints before the line item.	Defaults from PR (can be changed)	Yes	No	Highlight an item, Periods of performance.	Bureau Specific	<b>Rules for Creating / Changing:</b> If IT, property, or security related, this should be mentioned in the first few words. Cannot be included as "See Attached." For Options/Mods/Orders, Contact Number must be included early in the description. Description appears on reports. <b>Rules for Admin:</b> None



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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Description	A brief description of what the vendor is required to supply for that particular line item.	Defaults from PR (can be changed)	Yes	Yes	The first line or two should contain: "Pens, Ink, Black", "Service, Janitorial, Daily", "Services, IT, Help Desk", "I need secretarial support services from 1 - 30 December" "Exercise Option for Year 2 of Contract Number XXXXXXXX" "Support Census Data Collection Infrastructure."	Common Usage	<b>Rules for Creating / Changing:</b> Relay any changes back to the Requisitioner. <b>Rules for Admin:</b> None



## Screen Name: Solicitation Line Item / Accounting Tab

**Solicitation Line Item** [X]

Detail | Accounting | Delivery | Additional Info

Accounting & Appropriation  
Line Item Total: 0.00 Fund Code: [ ]

Account Lines:

Cost	Pct	BOC	Account Code
16,250.00	100.00	2522CF	5706010000000000210001000000

Total Cost: 16,250.00 Total Percent: 100.00 %

Change Account Line

Cursor Position [New] [Delete]

Account: [570601000000000021000100000102021001000000000000] [Q]

BOC: [2522CF] SCIENTIFIC & TECHNICAL SERVICES [v]

Percent: [100.00] Cost: 16,250.000000  Cost  Percent

[^] [v] [OK] [Cancel] [Apply] [Help]

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Solicitation Line Item Accounting Tab</b>							
Fund Code (Not Used)	Code used by the Treasury to assign funds to Federal Departments	2-digit numeric	Yes	No	N/A	Common Usage	<b>Rules for Creating / Changing:</b> The Fund Code is part of the full ACCS string. <b>Rules for Admin:</b> None
Account Code	The ACCS string: Bureau (2) FY (2) Project (7) Task (3) Fund Code (2) Program (9) Organization (16) BOC (8) User defined (6) Note: NIST uses a different sequence.	Defaults from PR	Yes	Yes	510600 330000009 8010000 000 07510000000000000 26100000 000000 (See page Purchase Request-32)	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
BOC Code (Not Used)	Abbreviation for Budget Object Class. It is a numeric code assigned to financial transactions to identify the class of a service or item.	8-digit alphanumeric	No	No	Drop-Down List	Common Usage	<p><b>Rules for Creating / Changing:</b>            The BOC is part of the full ACCS string.</p> <p><b>Rules for Admin:</b>            Separate BOC fields should be grayed out.</p>
Percent or Cost	Dollars or percentage funded per accounting string. The data item displayed depends upon the radio button selection.	Defaults from PR (can be changed)	Yes	Yes	100.00	Common Usage	<p><b>Rules for Creating / Changing:</b>            Fill in after selection of cost or percent radio button. If the cost button is selected, then enter dollar amount. If the percent button is selected, enter the percent associated with a single line item. The total for that line item must equal 100% or the total cost for the line item as indicated on the Line Item Detail screen. Choice must be the same for all line items.</p> <p><b>Rules for Admin:</b>            None</p>

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Cost or Percent	Cost or Percent selection using a radio button	Radio Button	No	Yes	Radio Button	Common Usage	Rules for Creating / Changing None <b>Rules for Admin:</b> None



## Screen Name: Solicitation Line Item / Delivery Tab

The screenshot shows a software window titled "Solicitation Line Item" with a close button (X) in the top right corner. The window has four tabs: "Detail", "Accounting", "Delivery" (which is selected), and "Additional Info".

Under the "Shipping Information" section, there are several fields and options:

- "Delivery Date:" followed by an empty text box.
- "Deliver To:" followed by a text box containing "000004" and a magnifying glass icon.
- "FOB Designation:" with three radio button options: "Origin", "Destination" (which is selected), and "See Schedule".
- "Address Display:" followed by a large empty rectangular area.
- "Priority:" followed by a text box containing "99".
- "Supplemental Address:" followed by a text box containing "NIST".

At the bottom of the window, there are four buttons: "OK", "Cancel", "Apply", and "Help". On the far left, there are two small arrow buttons (up and down).

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Solicitation Line Item Delivery Tab</b>							
Delivery Date	A realistic date entered by procurement to indicate when delivery is expected.	MM/DD/YYYY	No	No	Not recommended to use today's date except in case of emergency or high official request.	Common Usage	<b>Rules for Creating / Changing:</b> Not recommended to use today's date. No backdating. <b>Rules for Admin:</b> None
Deliver To	The first point of delivery for the goods or service.	Defaults from PR (can be changed)	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
FOB Designation	Abbreviation for Free on Board. It is the point where the government accepts responsibility for delivery. If Origin, the Government assumes cost of shipping and responsibility for the items at vendors outboard shipping point. If destination, the vendor pays shipping and the government does not accept responsibility until delivery to the final destination.	Defaults from PR (can be changed)	No	Yes	Radio Button	Common Usage	<p><b>Rules for Creating / Changing:</b>            The Procurement Office should complete this field. In the end it is a Contracting Officer's decision.</p> <p><b>Rules for Admin:</b>            None</p>
Priority (Not Used)	War code priority used only at time of war declared by Congress.	Text Field - 2 digits	Yes	No	99	Common Usage	<p><b>Rules for Creating / Changing:</b>            Would only be used in time of war.</p> <p><b>Rules for Admin:</b>            Can be established when necessary.</p>
Supplemental Address	Free text field used differently by each bureau for specific delivery instructions.	Defaults from PR (can be changed)	Yes	Yes	Name, Building, Room for delivery.	Common Usage	<p><b>Rules for Creating / Changing:</b>            Defaults from document level. Can be changed for specific line item</p> <p><b>Rules for Admin:</b>            None</p>





## Screen Name: Solicitation Line Item / Additional Info Tab

The screenshot shows a software dialog box titled "Solicitation Line Item" with a close button (X) in the top right corner. The dialog has four tabs: "Detail", "Accounting", "Delivery", and "Additional Info", with "Additional Info" currently selected. The "Additional Info" tab contains three sections:

- Pricing Options:** Contains three checkboxes: "Not Separately Priced" (checked), "Not to Exceed" (unchecked), and "Subtotal" (unchecked).
- Purchase Request Information:** Contains three text fields: "Purchase Request No.:" with the value "06-210-2272", "Line Item No.:" with the value "0001", and "Project ID:" with an empty text box.
- Period of Performance:** Contains three fields: "Option Period:" with a dropdown menu showing "Blank" and a search icon, "Begin Date:" (empty), and "End Date:" (empty).

At the bottom of the dialog are five buttons: a left arrow, a right arrow, "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Solicitation Line Item Additional Info Tab</b>							
Pricing Options	The title of the block on the screen which allows the user to indicate how to price each line item, if it is not using fixed pricing.	Options Not Separately Priced Not to Exceed Subtotal	No	No	Checkboxes	Common Usage	<b>Rules for Creating / Changing:</b> Only required if using one of the three option If Not to Exceed is chosen, the following options are displayed and one must be chosen: <ul style="list-style-type: none"> <li>• Quantity</li> <li>• Price</li> <li>• Both</li> </ul> <b>Rules for Admin:</b> None
Project ID	Bureau specific number to identify special efforts, projects, and plans.	Defaults from PR (can be changed)	Yes	No	Varies by bureau.	Bureau Specific	<b>Rules for Creating / Changing:</b> NOAA uses for SAMS NIST uses for work order number. OS uses for COMMITS <b>Rules for Admin:</b> Only the first 9 of the 30 characters pass to CFS.

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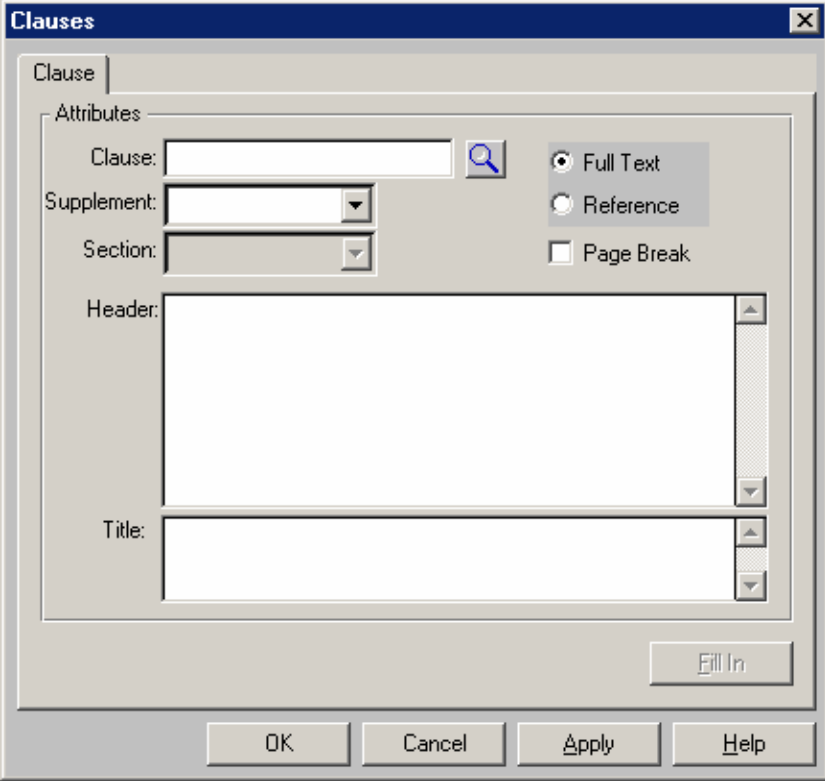


CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Option Period	A designated period of time beyond the base period. Used for services to designate multi-year needs.	Options: Blank Base Year Option Year Option Quantity	No	No	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> Used for services only. Base Period - The initial range of final performance. Option Period - Additional ranges of time after the base period Used as Option Quantity as well. <b>Rules for Admin:</b> None
Begin Date	Base period or option start date.	MM/DD/YYYY	No	Yes	02/15/2006	Common Usage	<b>Rules for Creating / Changing:</b> Required if Line Item Option used. <b>Rules for Admin:</b> None
End Date	Base period or option end date.	MM/DD/YYYY	No	Yes	02/14/2008	Common Usage	<b>Rules for Creating / Changing:</b> Required if Line Item Option used. <b>Rules for Admin:</b> None





## Screen Name: Clauses / Clause Tab



The screenshot shows a Windows-style dialog box titled "Clauses". The dialog has a "Clause" tab selected. Inside the dialog, there is a section labeled "Attributes" containing several input fields and options:

- Clause:** A text input field with a search icon to its right.
- Supplement:** A dropdown menu.
- Section:** A dropdown menu.
- Full Text:** A radio button that is currently selected.
- Reference:** A radio button.
- Page Break:** A checkbox.
- Header:** A large text area with a vertical scrollbar on the right.
- Title:** A text input field with a vertical scrollbar on the right.

At the bottom right of the dialog is an "Edit In" button. At the very bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/ CD)	Examples- Standards	Common / Bureau Specific	Rules for Creating / Changing & Rules for Administration
<b>Screen Name: Clause Clause Tab</b>							
Clause	FAR, CAR, or local clause included in Solicitation.	Lookup Table Clause Number or Title	Yes	No	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> This screen is used for adding individual clauses to the solicitation. FAR, CAR, or Agency Policy. Full text or Referenced dependent on clause selected. <b>Rules for Admin:</b> None
Clause Incorporated By	Clauses included by reference or in full text.	Options: Full Text Reference	No	Yes	Radio Button	Common Usage	<b>Rules for Creating / Changing:</b> This field is required if a clause is selected. If you have a fill-in, you should use full text. Refer to FAR Matrix. <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing & Rules for Administration
Supplement	Where the clause is located.	Options: FAR CAR Local Lcl Appr	No	Yes	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> Defaults based on the clauses selected. <b>Rules for Admin:</b> None
Section	The UCF section where the clause is to be located.	Options: Applicable Sections for the solicitation	No	No	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> This field is required if a clause is selected and you are using the UCF. FAR Matrix, CAR, and Bureau policy. <b>Rules for Admin:</b> None
Page Break	Inserts a page break between clauses.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> Used for formatting purposes. <b>Rules for Admin:</b> None
Header	Text header for each clause or group of clauses.	Text Field	Yes	No	"The vendor must provide the following documents".	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing & Rules for Administration
Title	Title of each header of each line item.	Text Field	Yes	No		Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None





## Screen Name: Route List / Reviewer Tab

A screenshot of a software dialog box titled "Route List" with a "Reviewer" tab selected. The dialog contains several input fields and options:

- "Reviewer's code:" followed by a text input field and a magnifying glass icon.
- "Reviewer:" followed by a text input field.
- "Title:" followed by a text input field.
- "Order for receiving document:" followed by a text input field containing the value "10".
- "Priority of document being routed:" followed by a text input field containing the value "10".
- Three radio button options: "Approval Required" (selected), "Carbon Copy", and "View Only" (unchecked).

At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Route List Reviewer Tab</b>							
Reviewer Code	Three-digit agent code pulled from the user setup. This will vary by bureau and be the people that you need/want to review the requisition.	Reviewer Code from User Table	No	Yes	Lookup Table	Bureau Specific	<p><b>Rules for Creating / Changing:</b>            Can be edited along the way and previous reviewers are not required by the system to review again.            Can be routed as view only to prevent editing. User can add himself or herself as the last person on route so that they receive a notification when the requisition has received final approval.            The system will allow preset routing, but it is not enforced electronically.</p> <p><b>Rules for Admin:</b>            None</p>

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Receiving Order	The sequence in which the selected reviewer/approver will get the requisition.	Numeric Value for Routing (10, 20, 30, etc.)	Yes	Yes	10, 25	Common Usage	<b>Rules for Creating / Changing:</b> The system starts with 10 and increases in increments of 10, but number can be changed. Two or more individuals can have the same sequence number. <b>Rules for Admin:</b> None
Priority	Option that moves the approval action message to the tops of the approver's CSTARS inbox.	Numeric Value defaults to 10	No	No	10, 25	Common Usage	<b>Rules for Creating / Changing:</b> Training issue. <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
Type of Approval	Approval Required - Document must be approved before it proceeds on the routing. Carbon Copy - Document will proceed on route regardless approval.	Options: Approval Required Carbon Copy	No	Yes	Radio Button	Common Usage	<p><b>Rules for Creating / Changing:</b>  <b>CAUTIONARY NOTE:</b>            Approval is not required through the system. However as a business practice, Contracting Officers must approve solicitations prior to issuance.            Defaults to "Approval Required". User can change to "Carbon Copy". Carbon Copy still requires an Approve/Disapprove action to remove from inbox. <b>Rules for Admin:</b>            None</p>
View Only	Checkbox which allows/prevents reviewers to make changes	Checkbox	No	No	Checkbox	Common Usage	<p><b>Rules for Creating / Changing:</b>            The default is field is unchecked." View only" allows approval/ disapproval, but not document editing. If you select "Carbon Copy", View Only defaults.  <b>Rules for Admin:</b>            None</p>



## Screen Name: Printer Setup / Print Setup Tab

A screenshot of a Windows-style dialog box titled "Printer Setup". The dialog has a tab labeled "Print Setup". It is divided into two main sections: "Print Options" and "Print Status".  
  
The "Print Options" section contains:  
- "Type of Form:" followed by a dropdown menu.  
- "Print for Vendor:" followed by a dropdown menu showing the value "NONE".  
- Four checkboxes on the right:  
 -  Deliver To Addresses  
 -  Accounting Codes  
 -  FOB Designations  
 -  Delivery Dates  
  
The "Print Status" section contains:  
- "Last Printed By: ?"  
- "Last Printed Time: 00:00"  
- "Last Printed Date: 04/17/2006"  
  
At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Printer Setup</b>							
<b>Print Setup Tab</b>							
Type of Form	Form for Solicitation	Options: SF1417 SF1442 SF1447 SF1449 SF18 SF33	No	Yes	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> Select form appropriate for intended purchase/action. <b>Rules for Admin:</b> None
Print for Vendor	A print file that generates a personalized copy of the solicitation for each selected vendor.	Display vendor from bidders list - defaults to "NONE"	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Line Item Print Options	Additional information that can be selected to print on the document at the line item level.	Options: Deliver to Addresses FOB Designations Delivery Dates	No	No	6 options (Accounting code, Cost of Line Item, Delivery Address, Delivery Date, FOB Designation, Stock Number)	Common Usage	<b>Rules for Creating / Changing:</b> Prints at line item level. <b>Rules for Admin:</b> None



## Screen Name: Supporting Documentation / Details Tab

A screenshot of a software window titled "Supporting Documentation" with a close button (X) in the top right corner. The window has two tabs: "Details" (selected) and "Additional Info". The "Details" tab is divided into three sections: "Document Information", "Additional Description/Comments", and "Document Location".  
1. "Document Information": Contains a text input field for "Title:" and a dropdown menu for "Type:".  
2. "Additional Description/Comments": A large, empty text area with a vertical scrollbar on the right side.  
3. "Document Location": Contains two radio buttons, "Electronic" (selected) and "Hardcopy". Below them is the text "Enter path and filename." followed by a text input field containing "P:\OU\ou2\210\". To the right of the input field are three buttons: "Browse", "Launch", and "Templates".  
At the bottom of the window are three buttons: "OK", "Cancel", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing & Rules for Administration
<b>Screen Name: Support Documentation Details Tab</b>							
Title	Description of a support document being uploaded.	40 Alphanumeric	Yes	Yes	Statement of Work, Government Estimate, Sole Source Justification	Common Usage	<b>Rules for Creating / Changing:</b> Free text. Needs to describe the type of document you are attaching. Documents entered here do not automatically print. Documents must be printed separately. Use to enable customers to forward document in requisition. <b>Rules for Admin:</b> None
Type (Not Used)	The associated support document group.	Drop-Down - no options	No	No	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Description	A brief summary/explanation of the supporting document.	2000 characters	Yes	No	Independent Government Estimate for the System Upgrade	Common Usage	<b>Rules for Creating / Changing:</b> Used when you need to print supporting documentation separately. If you want support documents printed automatically in the proper order with the award, then do it by clause. CSTARS allows you to add text files within the clause section so they will print where needed. <b>Rules for Admin:</b> None



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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing & Rules for Administration
Document Location	The location of the supporting document.	Options: Electronic Hardcopy	Yes	Yes	(Enter Hardcopy Location, Upload existing file, Create New File Using Template)	Common Usage	<p><b>Rules for Creating / Changing:</b>            Used when you need to print supporting documentation separately. If you want support documents printed automatically in the proper order with the award, then do it by clause. CSTARS allows you to add text files within the clause section so they will print where needed.</p> <p><b>Rules for Admin:</b>            None</p>
Path/Filename	The electronic or physical location of the file.	Name & Path of File	Yes	Yes	Free form or browse for file location. C:\Projects\SO W.doc	Common Usage	<p><b>Rules for Creating / Changing:</b>            Used when you need to print supporting documentation separately. If you want support documents printed automatically in the proper order with the award, then do it by clause. CSTARS allows you to add text files within the clause section so they will print where needed.</p> <p><b>Rules for Admin:</b>            None</p>

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing & Rules for Administration
Save file content in database	Utility to save the document to a database instead of a referenced drive.	Checkbox	No	No	Checkbox	Common Usage	<p><b>Rules for Creating / Changing:</b>            Used when you need to print supporting documentation separately. If you want support documents printed automatically in the proper order with the award, then do it by clause. CSTARS allows you to add text files within the clause section so they will print where needed.</p> <p><b>Rules for Admin:</b>            None</p>



## Screen Name: Supporting Documentation / Additional Info Tab

**Supporting Documentation** [X]

Details | **Additional Info**

Attachment Information

Attached On: 04/17/2006  
Attached For: SB134106Q0298  
Attached From: Solicitation

Current Version/Copy of the Statement of Work (SOW)  
 For 'Web Publish' with the Solicitation/Amendment.

Related Dates

Created On: / /  
Received On: / /  
Effective On: / /

OK Cancel Help

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating/ Changing Admin Rules
<b>Screen Name: Support Documentation Additional Info Tab</b>							
Current Version/Copy of the SOW	A flag to identify the most current version of a support document.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing</b> None <b>Rules for Admin:</b> None
For 'Web Publish' with the Solicitation/ Amendment	Internal web address to allow internal uploading of documents.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing</b> None <b>Rules for Admin:</b> None
Created On	The date the support document was created.	MM/DD/YYYY	No	No	06/08/2006	Common Usage	<b>Rules for Creating / Changing</b> Defaults from the requisition. <b>Rules for Admin:</b> None
Received On	The date the support document was received.	MM/DD/YYYY	No	No	06/08/2006	Common Usage	<b>Rules for Creating / Changing</b> Defaults from the requisition. <b>Rules for Admin:</b> None
Effective On	The date the support document became (or will become) effective.	MM/DD/YYYY	No	No	06/08/2006	Common Usage	<b>Rules for Creating / Changing</b> Defaults from the requisition. <b>Rules for Admin:</b> None



## Solicitation Amendment Screens

### Screen Name: Create Amendment to “Solicitation Number” / New Amendment Tab

A screenshot of a software dialog box titled "Create Amendment to SB1341-06-Q-0298". The dialog has a tab labeled "New Amendment". Inside the dialog, there is a text area with the instruction "Enter up to four numbers and/or letters for the Solicitation's Amendment." Below this is a label "Assign Amendment Number:" followed by a small, empty text input field. At the bottom of the dialog are two buttons: "OK" and "Cancel".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Create Amendment to "Solicitation Number"</b>							
<b>New Amendment Tab</b>							
Amendment Number	Control number starting with an "A" that uniquely identifies a solicitation amendment document.	Text Field - 4 chars	No	Yes	A001, A002 etc.	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> As of May 25, 2006, the Acquisition Council approved this new numbering format.



## Screen Name: Solicitation Amendment / SF30 Admin Tab

**Solicitation Amendment** [X]

SF30 Admin | Description | Addresses

Solicitation Information

Request No.: \_\_\_\_\_ Project No.: [\_\_\_\_\_]

Solicitation No.: SB134106Q0298 Issued On: 04/17/2006

Amendment Admin

Amend No.: 0001 Effective Date: [04/17/2006]

Offers Due Date offers is extended. Offers Due On: [ / / ]

Cancellation Notice for solicitation.

Contractor must sign and return: [01] copies to the Issuing office.

OK Cancel Apply Help

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Solicitation Amendment SF30 Admin Tab</b>							
Project Number (Not Used)	A unique number assigned to this procurement action.	Text Field - 16 chars	Yes	No	Not Used	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Effective Date	Date amendment is effective.	MM/DD/YYYY	No	Yes	07/04/2006	Common Usage	<b>Rules for Creating / Changing:</b> Can change the default. <b>Rules for Admin:</b> None
Offers Due Date offers is extended	Identifies if the solicitation due date has been extended.	Checkbox	No	Yes	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> Must select this box in order to end a date. <b>Rules for Admin:</b> None
Offers Due On	Identifies the new offer due date.	MM/DD/YYYY	No	No	08/15/2006	Common Usage	<b>Rules for Creating / Changing:</b> Only required if due date has been extended. <b>Rules for Admin:</b> None



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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Cancellation Notice for solicitation	Identifies if solicitation has been cancelled.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> Used only if solicitation has been cancelled. <b>Rules for Admin:</b> None
Contractor must sign and return 'x' copies to the Issuing Office	The number of copies in addition to the original copy required for submission.	Text Field - 2 digits	Yes	No	02	Common Usage	<b>Rules for Creating / Changing:</b> Section L will provide further information on the type of copy (e.g. hard, electronic) <b>Rules for Admin:</b> None



## Screen Name: Solicitation Amendment / Description Tab

A screenshot of a software window titled "Solicitation Amendment". The window has a blue title bar and a close button (X) in the top right corner. Below the title bar are three tabs: "SF30 Admin", "Description", and "Addresses". The "Description" tab is selected. The main area of the window is labeled "Description of Amendment/Modification" and contains a large, empty text area with a vertical scrollbar on the right. Below the text area is a "Description File" label and a text input field containing the word "NONE". To the right of the input field are three buttons: "Browse", "Launch", and "Templates". At the bottom of the window are four buttons: "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Solicitation Amendment Description Tab</b>							
Description of Amendment/Modification	Description of action being taken.	Text Field	Yes	Yes	Amendment to solicitation	Common Usage	<b>Rules for Creating / Changing:</b> Must describe the purpose of the Amendment. <b>Rules for Admin:</b> None
Description File	File name and path/extension of the file.	Text Field - 50 chars	Yes	No	P://file.doc	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None



## Screen Name: Solicitation Amendment / Addresses Tab

The screenshot shows a software window titled "Solicitation Amendment" with a close button (X) in the top right corner. The window has three tabs: "SF30 Admin", "Description", and "Addresses", with "Addresses" being the active tab. Inside the window, there is a section titled "Address Information" with the instruction: "Enter a valid address code for each of the two addresses. The corresponding address will display below." Below this instruction are two input fields: "Issued By:" followed by a text box containing "000SB" and a magnifying glass icon, and "Admin By:" followed by a text box containing "000SB" and a magnifying glass icon. Below these fields is a large text area displaying the following address information: "NATIONAL INST OF STDS AND TECHNOLOGY", "100 BUREAU DRIVE STOP 1640", "BUILDING 301 ROOM B129", and "GAITHERSBURG MD 20899-1640". At the bottom of the window, there are four buttons: "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Solicitation Amendment Addresses Tab</b>							
Issued By	Procurement Office code of user issuing the solicitation amendment.	Address Code from Address Lookup Table	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> Procurement Office code. May be overridden. The full address for the code selected will be displayed in the text field on the screen. <b>Rules for Admin:</b> None
Admin By	Procurement Office code of user administering the solicitation amendment.	Address Code from Address Lookup Table	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> Procurement Office code. May be overridden. The full address for the code selected will be displayed in the text field on the screen. <b>Rules for Admin:</b> None



## Screen Name: Route List / Reviewer Tab

A screenshot of a software dialog box titled "Route List" with a "Reviewer" tab selected. The dialog contains several input fields and options. The "Reviewer's code" field is empty with a search icon to its right. The "Reviewer:" and "Title:" labels are present but their corresponding fields are not visible. The "Order for receiving document:" field contains the value "10". The "Priority of document being routed:" field also contains the value "10". There are three radio button options: "Approval Required" (which is selected), "Carbon Copy", and "View Only" (which is unchecked). At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".

Route List

Reviewer

Reviewer's code:

Reviewer:

Title:

Order for receiving document:

Priority of document being routed:

Approval Required  Carbon Copy

View Only

OK Cancel Apply Help

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Route List Reviewer Tab</b>							
Reviewer Code	Three-digit agent code pulled from the user setup. This will vary per bureau and be the people that you need/want to review the requisition.	Reviewer Code from User Table	No	Yes	Lookup Table	Bureau Specific	<b>Rules for Creating / Changing:</b> Can be edited along the way and previous reviewers are not required by the system to review again. Can be routed as view only to prevent editing. User can add himself or herself as the last person on route so that they receive a notification when the requisition has received final approval. The system will allow preset routing but it is not enforced. <b>Rules for Admin:</b> None
Receiving Order	The sequence in which the selected reviewer/approver will get the requisition.	Numeric Value for Routing (10, 20, 30, etc.)	Yes	Yes	10, 25	Common Usage	<b>Rules for Creating / Changing:</b> The system starts with 10 and increases in increments of 10, but this can be changed to any integer. Two or more individuals can have the same sequence number. <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Priority	Option that moves the approval action message to the tops of the approver's CSTARS inbox.	Numeric Value defaults to 10	No	No	10, 25	Common Usage	<b>Rules for Creating / Changing:</b> Training issue <b>Rules for Admin:</b> None
Type of Approval	Approval Required - Document must be approved before it proceeds on the routing. Carbon Copy - Document will proceed on route regardless approval.	Options: Approval Required Carbon Copy	No	Yes	Radio Button	Common Usage	<b>Rules for Creating / Changing:</b> <b>CAUTIONARY NOTE:</b> Approval is not required through the system. However as a business practice, Contracting Officers must approve solicitations prior to issuance. Defaults to "Approval Required". User can change to "Carbon Copy". Carbon Copy still requires an Approve/Disapprove action to remove from inbox. <b>Rules for Admin:</b> None
View Only	Checkbox which allows/prevents reviewers to make changes.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> The default is field is unchecked." View only" allows approval/disapproval, but not document editing. If you select "Carbon Copy", View Only defaults. <b>Rules for Admin:</b> None





## Award Screens

### Screen Name: PIIN Number Assignment / PIIN Tab

The screenshot shows a dialog box titled "PIIN Number Assignment" with a close button (X) in the top right corner. Inside the dialog, there is a tab labeled "PIIN". Below the tab, the text "Please enter the Priced PO Number" is displayed. There are four input fields: the first contains "SB1341", the second contains "06", the third is a dropdown menu showing "W", and the fourth contains "0484". At the bottom of the dialog are "OK" and "Cancel" buttons.

The screenshot shows a dialog box titled "Call Number Entry" with a close button (X) in the top right corner. The main area of the dialog contains the text "No calls have been made against this agreement." Below this text is a label "Enter Call Number" followed by an empty text input field. At the bottom of the dialog are "OK" and "Cancel" buttons.

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: PIIN Number Assignment PIIN Tab</b>							
Award Number	A unique number assigned at the start of the award process.	4 Segments: Activity Code = 6 char Fiscal Year = 2 digits Counter Code (Type of Contract) = 2 chars Counter = 4 alphanumeric digits	No	Yes	YA132307CN0001, DG133C06SE0001 , SA130106CN0001	Common Usage	<b>Rules for Creating / Changing:</b> The activity codes and document counter codes are specified in a DOC CAM Chapter. The first eight digits default from the user profile. <b>Rules for Admin:</b> None
Call Number	A unique number that identifies a specific order against a Blanket BPA, IDIQ or a BPA Agreement. (Locally created)	Text Field - 5 digits	Yes	Yes	C0001, Y0001	Bureau Specific	<b>Rules for Creating / Changing:</b> Free form, agency specified. Not system generated. <b>Rules for Admin:</b> This field is used for BPA Calls, DO Local, Priced BOA Orders and Unpriced BOA Orders only



## Screen Name: Award Administration / Admin Tab

**Award Administration** [X]

Admin | Properties | Addresses | Funding | Text | Form Info | Catalog

Award Information

Award Date: 04/17/2006      Award Form: [v]  
Expires On: / /      PR Number: 06-210-2272  
Signed On: / /      GSA/FSS: [v]  
Proceed Date: / /      Start Date: / /  
Currency: US Dollars      Rate: 1.000000  
Vendor: 00004492 [m]  
ASIA PACIFIC LABORATORY ACCREDITATION CO  
71 - 73 FLEMINGTON RD  
NORTH MELBOURNE, 3051  
COR/COTR: [m]  
Contract Officer: [m]

OK    Cancel    Apply    Help

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Administration Admin Tab</b>							
Award Date	FPDS-NG data defined as: Date Period of Performance Commences. This is usually the same as the date signed but may be earlier or later under some circumstances. This date can be the same date as the Award/Signed Date. On modifications this is the date the modification is effective. Apply agency rules regarding effective date and date signed.	MM/DD/YYYY	No	Yes	05/03/2006	Common Usage	<b>Rules for Creating / Changing:</b> The date defaults to current date, but should be changes to the actual effective date of the purchase. <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Award Form	The form for which this acquisition will be printed on.	Options: AD838 BS008 DD1155 GS300 OF347 SF1411 SF1442 SF1449 SF252 SF26 VA2138-7	No	Yes	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> You must select the proper form for the specific requirement. <b>Rules for Admin:</b> None
Expires On	The end date for the current period of performance.	MM/DD/YYYY	No	No	04/30/2006	Bureau Specific	<b>Rules for Creating / Changing:</b> NIST and OS use for Period of Performance end date. NOAA and Census do not use. <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Signed On	FPDS-NG data defined as: This is when a mutually binding agreement is reached as specified below: <ul style="list-style-type: none"> <li>For funded actions, the award date is the date the funds were obligated.</li> <li>For awards, which will be funded at a future date, the award date, is the date signed by the contracting officer.</li> <li>For basic agreements, or IDVs, for which there is no funding on the basic document, the award date is the date mutually agreed upon by the contracting officer and the contractors.</li> </ul>	MM/DD/YYYY	No	Yes	04/30/2006	Common Usage	<p><b>Rules for Creating / Changing:</b>            CAUTIONARY NOTE:            The CO must enter this date after signing the hardcopy, but before validating the award in CSTARS.            If this date is not entered, CSTARS causes subsequent errors in modifications.            The dates are locked after validation in CSTARS and/or financial obligation is approved in CFS.            Training issue.</p> <p><b>Rules for Admin:</b>            A Systems Administrator will be required to correct this date if it is in error.            Note: All FPDS-NG standard reports, unless otherwise stated in the report criteria, will use the Award Signed Date.</p>

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
GSA/FSS Number	The number assigned by originating agency for the award that your order is placed against.	Text Field - 19 chars	Yes	Yes	GS25F6049D	Common Usage	<b>Rules for Creating / Changing:</b> This field only appears with GSA-related contract numbers. Must be entered without dashes. <b>Rules for Admin:</b> This field is used for DO Other Agency and Agreement Type Awards
Proceed Date	The date when the vendor is authorized to begin pre-performance activities such as obtaining permits. Applies mostly to construction contracts.	MM/DD/YYYY	No	Yes	06/13/2006	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Start Date	The date when the work (performance) actually can begin.	MM/DD/YYYY	No	Yes	08/20/2006	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Currency	The currency code for payment purposes.	Drop-Down with all 2 digit country codes listed - defaults to US	No	Yes	Drop-Down List	Common Usage	<p><b>Rules for Creating / Changing:</b>            Defaults to US.            Must be changed if necessary for payment.</p> <p><b>Rules for Admin:</b>            None</p>
Vendor	<p>CSTARS vendor identification number for the contractor receiving the award.</p> <p>Note: This is not an FPDS-NG defined data item.</p>	Vendor Number from CSTARS Look-up Table.	No	Yes	Lookup Table	Common Usage	<p><b>Rules for Creating / Changing:</b>            Vendor must exist in CSTARS.            Must be in the CCR (unless it is a FAR exception).            There are five exceptions identified you can select from in FPDS-NG.            Contracting officers may enter DUNS numbers for a vendor.</p> <p><b>Rules for Admin:</b>            System administrator can add vendors to CSTARS look-up table.</p>



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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
COR/COTR	The agent code of the person appointed by the Contracting Officer as the representative.	Agent Code from User Table	No	No	Lookup Table	Bureau Specific	<b>Rules for Creating / Changing:</b> OS required field. NIST, NOAA and Census not required on simplified purchases. <b>Rules for Admin:</b> None
Contract Officer	The Procurement Office Authorizing Official. The person who signs the award.	Agent Code from User Table	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> Must have appropriate level warrant. <b>Rules for Admin:</b> None



## Screen Name: Award Administration / Properties Tab

The screenshot shows a software window titled "Award Administration" with a close button (X) in the top right corner. The window has a tabbed interface with the following tabs: "Admin", "Properties" (selected), "Addresses", "Funding", "Text", "Form Info", and "Catalog".

The "Properties" tab is divided into three main sections:

- Delivery Info:** Contains a "Delivery Date" field with a date picker showing "7 / 7", a "Ship Via" text field, and a "Gov't Bill of Lading" text field. To the right are three radio buttons: "Origin" (unselected), "Destination" (selected), and "See Schedule" (unselected).
- Other:** Contains a "NAICS" field with a search icon, a "Reference your:" text field, and a "DPAS Rating:" text field. Below these is a label: "Contractor must sign this document and return: 00 copies to issuing office." The "00" is in a small text box.
- Other Than Full & Open Competition:** Contains a dropdown menu currently set to "None" and a label "Select 1 through 7 for authorization type:" followed by a small text box containing the number "1".

At the bottom of the window are four buttons: "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Administration Properties Tab</b>							
Delivery Date	FPDS-NG data item "Completion Date" defined as: The end of the base contract plus any exercised options. Note: If a modification changes the delivery date, CSTARS will update this field upon formal "validation" within CSTARS.	MM/DD/YYYY	No	Yes	11/24/2006	Common Usage	<b>Rules for Creating / Changing:</b> May be changed if defaulted in from the requisition/solicitation. <b>Rules for Admin:</b> None
Ship Via	Method of shipment.	Text Field - 15 chars	Yes	No	FedEx, US Ground	Bureau Specific	<b>Rules for Creating / Changing:</b> Census, OS, NIST use for shipping method. NOAA does not use. <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Gov't Bill of Lading	Unique number assigned to a specific shipping account.	Text Field - 20 chars	Yes	No	3445776	Bureau Specific	<b>Rules for Creating / Changing:</b> Rarely used. <b>Rules for Admin:</b> None
FOB	Abbreviation for Free on Board. Point where the government accepts responsibility for delivery. If Origin, the Gov't assumes cost of shipping and responsibility for the items at vendors outboard shipping point. If destination, the vendor pays shipping and the government does not accept responsibility until delivery to the final destination.	Options: Origin Destination See Schedule	No	Yes	Radio Buttons	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to destination. <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
NAICS	An abbreviation for North American Industry Classification System. The code that identifies the type of supply/service being procured. Note: See <a href="http://www.census.gov/epcd/naics02">http://www.census.gov/epcd/naics02</a> for codes.	6-digit numeric NAICS Code from SIC/NAICS Table	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> Chosen from lookup table. <b>Rules for Admin:</b> For FPDS-NG the Product or Service Code (PSC) must correlate to the selected NAICS. If more than one code applies, report the code that best identifies the product or service acquired and represents the predominance of the dollars obligated or de-obligated for the contract/action.
Reference Your	Refers to contractor documents associated with the award.	Text Field - 60 chars	Yes	No	"Quote date 05/06/2006"	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Rating (DPAS Rating)	Abbreviation for Defense Priorities and Allocation System. It is a joint DOD – DOC priority rating for ordering commodities during a time of national emergency.	Text Field –4 chars	Yes	No	DXA1, DOA7	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Contractor must sign this document and return 'x' copies to issuing office	Number of copies the contractor must sign and return to the government.	Text Field - 2 digits defaults to 00	Yes	Yes	1, 2, 3	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to 0. <b>Rules for Admin:</b> None
Other than Full & Open Competition	Exception code for other than full and open competition	Options: None 10 USC 2304c 43 USC 253c	No	Yes	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to "None" <b>Rules for Admin:</b> None
Authorization Type	Legal reason associated for other than full and open competition.	Options: 1 through 7 if above field has value other than "None"	No	No	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> Required if other than full and open competition. <b>Rules for Admin:</b> None



## Screen Name: Award Administration / Addresses Tab

**Award Administration** [X]

Admin | Properties | **Addresses** | Funding | Text | Form Info | Catalog

Address Information

Enter a valid address code for each of the four addresses. The corresponding address will display below.

Issued By:  [M] Payment Made By:  [M]  
Deliver To:  [M] Administered By:  [M]

Address Display:

NATIONAL INST OF STDS AND TECHNOLOGY  
100 BUREAU DRIVE STOP 1640  
BUILDING 301 ROOM B129  
GAITHERSBURG MD 20899-1640

Other Locations

Place of Inspection:   
Place of Acceptance:   
Receiving Office:

OK Cancel Apply Help

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/ CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Administration Addresses Tab</b>							
Issued By	The Procurement Office processing the award.	Address Code from Address Lookup Table	No	Yes	Lookup Table.	Common Usage	<b>Rules for Creating / Changing:</b> Must be office issuing the award. <b>Rules for Admin:</b> Keep user profile update by user.
Payment Made By	The Finance Office that processes the invoices.	Address Code from Address Lookup Table	No	Yes	Lookup Table.	Common Usage	<b>Rules for Creating / Changing:</b> Must be office paying invoices. <b>Rules for Admin:</b> Keep user profile update by user.
Deliver To	The first point of delivery for the goods or services.	Address Code from Address Lookup Table	No	Yes	Lookup Table.	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> List maintained by system administrator.



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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Administered By	The Contracting Office that administers the award.	Address Code from Address Lookup Table	No	Yes	Lookup Table.	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> Keep user profile update by user.
Place of Inspection	Location where items are inspected after delivery.	Text Field	Yes	No	Receiving Dock	Common Usage	<b>Rules for Creating / Changing:</b> <b>Prints on the SF347.</b> <b>Rules for Admin:</b> None
Place of Acceptance	Location for acceptance of deliverables by customer.	Text Field	Yes	No	Receiving Dock	Common Usage	<b>Rules for Creating / Changing:</b> Prints on the SF347. <b>Rules for Admin:</b> None
Receiving Office	Initial place of delivery of goods.	Text Field	Yes	No	DOC, HCHB RM 4616	Common Usage	<b>Rules for Creating / Changing:</b> Currently does not print anywhere. <b>Rules for Admin:</b> None



## Screen Name: Award Administration / Funding Tab

The screenshot shows a software window titled "Award Administration" with a "Funding" tab selected. The window is divided into several sections:

- Accounting & Appropriation:** Contains a "Cursor Position" field with a long alphanumeric string and a search icon. Below it is a "BOC:" dropdown menu showing "2522CF SCIENTIFIC & TECHNICAL SERVICES".
- Payments:** Includes a "Payment Type:" dropdown set to "EFT". There are three checkboxes: "Subject to Availability of Funds", "Subject to Fast Payment Procedures", and "Subject to Prompt Payment Act". Below these is a field for "007 days for Gov't constructive acceptance." and an "Invoice To:" field with a search icon. At the bottom is a "Copies:" field set to "1".
- Vendor Discounts:** Includes "Discount Terms:" (00.000%), "Discount Days:" (00), and "Net Due:" (030).
- Retainage Value:** Includes radio buttons for "Cost" (selected) and "Percent". Below are "Retainage Cost:" (0.00) and "Retainage Percent:" (0.00%).

At the bottom of the window are buttons for "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Administration Funding Tab</b>							
Account	In the field "Accounting and Appropriation, Curser Position", the ACCS string: Bureau (2) FY (2) Project (7) Task (3) Fund Code (2) Program (9) Organization (16) BOC (8) User defined (6) Note: NIST uses a different sequence.	Text Field	Yes	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> Field cannot be changed in the Procurement Office. To change ACCS, requisition needs to be returned and Requisitioner will need to change ACCS and resubmit. <b>Rules for Admin:</b> None
BOC (Not Used)	An abbreviation for the Budget Object Class. It is a numeric code assigned to financial transactions to identify the class of a service or item.	8-digit alphanumeric	No	Yes	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> See Solicitation wording <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Payment Type	Method funds are transferred to vendor.	Options: EFT Check Credit Card Visa Check Other	No	Yes	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to EFT. <b>Rules for Admin:</b> None
Subject to Availability of Funds	Funds are not available at the time of this requisition, but may be available in the future.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> Decision will be made at the budget approval level. An award can be made which is not fully funded. Once funds are available, the Award is modified adding funds. Box can be changed (unchecked) Checking this requires the inclusion of specific FAR clauses. <b>Rules for Admin:</b> May be required per policy and regulation.

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Subject to Fast Payment Procedures	Indicates expedited payment process.	Checkbox	No	No	Checkbox	Bureau Specific	<b>Rules for Creating / Changing:</b> Can be used for construction contracts. FAR Part 32. Requires receiving report. <b>Rules for Admin:</b> None
Subject to Prompt Payment Act	Indicates that this contract is subject to the provisions of the Act.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> 5-CFR-1350 FAR Required on most payments except other government agencies and payment less than \$2500. <b>Rules for Admin:</b> None
___ days for Gov't constructive acceptance	Number of days the government has to accept or reject the invoice.	Text Field - 3 digits	Yes	Yes	007	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to 7 days. <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Invoice To	Government person to receive invoice.	Address Code from Address Lookup Table	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> Keep user profile update by user.
Copies	Number of invoice copies.	Text Field - 2 digits	Yes	Yes	03	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Discount Terms	The government discount offered by vendor for faster payment.	Percentage Field defaults to 00.000%	Yes	No	1.00	Bureau Specific	<b>Rules for Creating / Changing:</b> NOAA does not use. <b>Rules for Admin:</b> None
Discount Days	Number of days in order to get discount.	Text Field defaults to 00	Yes	No	15, 30, 45	Bureau Specific	<b>Rules for Creating / Changing:</b> More commonly used with negotiated contracts. <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Net Due	The number of days the government has to make payment following receipt of acceptable invoice.	Text Field defaults to 030	Yes	Yes	30	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Retainage Value	Radio button to reflect how monies to be held back pending all settlements will be calculated.	Options: Cost Percent	No	No	Radio Button	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Retainage Cost	The amount of money held back pending all settlements.	Amount Field defaults to 0.00	Yes	CD	250.00	Common Usage	<b>Rules for Creating / Changing:</b> If retainage value "cost" selected, enter amount. <b>Rules for Admin:</b> None
Retainage Percent	The Percent (%) of money held back pending all settlements.	Percentage Field defaults to 0.00	Yes	CD	75.00	Common Usage	<b>Rules for Creating / Changing:</b> If retainage value "percent" selected, enter amount. <b>Rules for Admin:</b> None



## Screen Name: Award Administration / Text Tab

The screenshot shows a software window titled "Award Administration" with a close button (X) in the top right corner. The window has several tabs: "Admin", "Properties", "Addresses", "Funding", "Text" (which is selected), "Form Info", and "Catalog".

Under the "Text" tab, there are two main sections:

- Comments:** A text area with the label "Special comments/notations to be printed before line items." Below it is a large empty text box with a vertical scrollbar on the right.
- Text file to be printed after the line items:** A text input field containing the word "NONE". To the right of this field are three buttons: "Browse", "Launch", and "Template".

Below these sections is a section titled "Ceiling Amounts" with four input fields:

- Individual Order Ceiling: 0.00
- Effective Date: / /
- Total Agreement Ceiling: 0.00
- Renewal Date: / /

At the bottom of the window are four buttons: "OK", "Cancel", "Apply", and "Help".



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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Administration Text Tab</b>							
Comments/Notations to be printed before the line items	General instructions of the award applicable to all line items.	Text Field	Yes	No	SOW Title	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Text File to be printed after the line items	A valid path of file location, which holds the text to be printed at the end of all line items. Could be a separate page.	Text Field	Yes	No	P://file.doc	Common Usage	<b>Rules for Creating / Changing:</b> CSTARS may be sensitive to font of the document being imported. Courier type is recommended. <b>Rules for Admin:</b> None
Individual Order Ceiling	Maximum amount and quantity on an individual order against an existing Indefinite Delivery Vehicle.	Amount Field defaults to 0.00	Yes	No	25000.00	Common Usage	<b>Rules for Creating / Changing:</b> Defined by terms and conditions. <b>Rules for Admin:</b> These fields are used for Agreement Type Awards only (e.g. IDIQ, BPA, BOA)

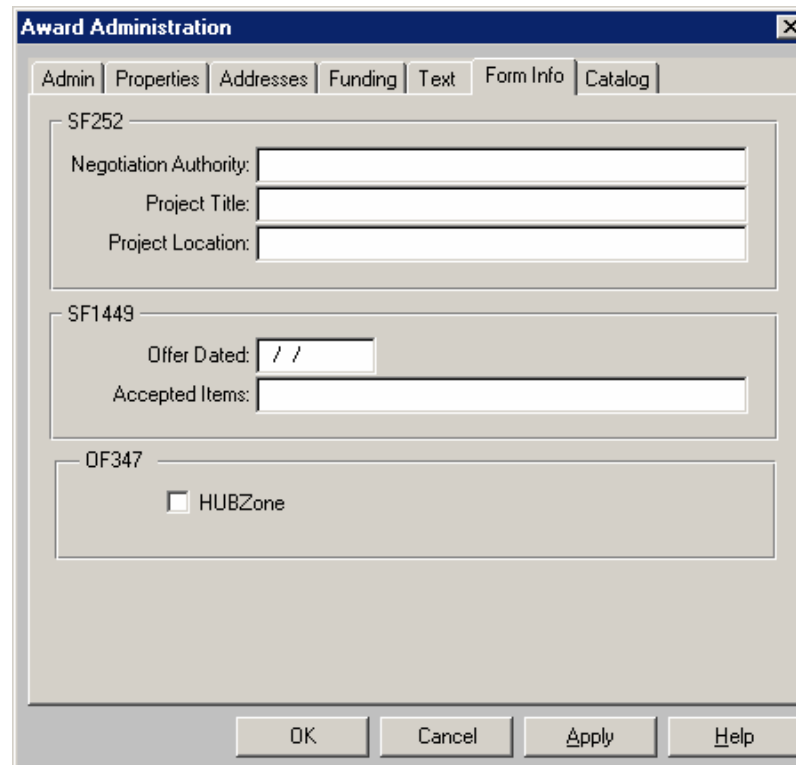
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Effective Date	Contract award date for agreements only.  Note: This is NOT an FPDS-NG data item.	MM/DD/YYYY	No	Yes	08/15/2006	Common Usage	<b>Rules for Creating / Changing:</b> You cannot place orders prior to this date. These fields are used for Agreement Type Awards only (e.g. IDIQ, BPA, BOA) <b>Rules for Admin:</b> None
Total Agreement Ceiling	Maximum quantity or dollar amount on a new Indefinite Delivery Vehicle.	Defaults to 0.00	Yes	No	100000.00	Common Usage	<b>Rules for Creating / Changing:</b> Defined by terms and conditions. These fields are used for Agreement Type Awards only (e.g. IDIQ, BPA, BOA) <b>Rules for Admin:</b> None
Renewal Date	A contract can be renewed on or before this date. Once this date is reached orders cannot be placed.	MM/DD/YYYY	No	No	12/25/2006	Common Usage	<b>Rules for Creating / Changing:</b> These fields are used for Agreement Type Awards only (e.g. IDIQ, BPA, BOA) <b>Rules for Admin:</b> None



## Screen Name: Award Administration / Form Info Tab



The screenshot shows a software window titled "Award Administration" with a close button (X) in the top right corner. The window contains a tabbed interface with the following tabs: "Admin", "Properties", "Addresses", "Funding", "Text", "Form Info" (which is the active tab), and "Catalog".

The "Form Info" tab is divided into three sections:

- SF252**: Contains three text input fields labeled "Negotiation Authority:", "Project Title:", and "Project Location:".
- SF1449**: Contains a date input field labeled "Offer Dated:" with the format "// /" and a text input field labeled "Accepted Items:".
- OF347**: Contains a checkbox labeled "HUBZone".

At the bottom of the window, there are four buttons: "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Administration Form Info Tab</b>							
SF252 Negotiation Authority	Authority for negotiating the A&E contract. It is a reference to the authorization for negotiation, normally a FAR regulation reference.	Text Field - 25 chars	Yes	CD	Brooks Act	Common Usage	<b>Rules for Creating / Changing:</b> Required if using an SF252. <b>Rules for Admin:</b> None
SF252 Project Title	A name assigned to this procurement action.	Text Field - 50 chars	Yes	CD	Design building	Common Usage	<b>Rules for Creating / Changing:</b> Required if using an SF252. <b>Rules for Admin:</b> None
SF252 Project Location	Where the services will be performed.	Text Field - 50 chars	Yes	CD	14 <sup>th</sup> and K Washington D.C.	Common Usage	<b>Rules for Creating / Changing:</b> Required if using an SF252. <b>Rules for Admin:</b> None
SF1449 Offer Dated	Date of contractor's offer.	MM/DD/YYYY	No	CD	11/26/2006	Common Usage	<b>Rules for Creating / Changing:</b> Required if using an SF 1449. <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
SF1449 Accepted Items	CLIN numbers of items included in award.	Text Field - 60 chars	Yes	CD	0001	Common Usage	<b>Rules for Creating / Changing:</b> Required if using an SF 1449. <b>Rules for Admin:</b> None
OF347 HUBZone	Vendor in a HUB Zone	Checkbox	No	CD	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> If vendor is in a HUB Zone then check this box. <b>Rules for Admin:</b> None



## Screen Name: Award Administration / Catalog Tab

The screenshot shows a software window titled "Award Administration" with a close button (X) in the top right corner. The window has a tabbed interface with the following tabs: Admin, Properties, Addresses, Funding, Text, Form Info, and Catalog. The "Catalog" tab is currently selected. The main content area is divided into two sections: "Catalog Admin" and "Delivery Information".

**Catalog Admin**

Catalog Number:   Allow Prime Vendor

Effective Date:   Mandatory Contract

Estimated Amt:

**Delivery Information**

Lead Time: 0.00

At the bottom of the window, there are four buttons: OK, Cancel, Apply, and Help.

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/ CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Administration Catalog Tab</b>							
Estimated Amount	Estimated amount of action.	Amount Field defaults to 0.00	No	No	123.00	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Text Field	Definition of the estimate amount field.	Text Field - defaults to "Estimated Award Amount:"	Yes	No	File Folders	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to "Estimated Award Amount". <b>Rules for Admin:</b> None



## Screen Name: Award Line Item / Detail Tab

Item No.	Quantity	UI	Unit Cost	Total Cost
0001	1.00	EA	0.00	0.00

FSC: none

Stock Item No.:

Header  Description

Renewal of order number SB134105w0880  
APLAC 2006 Membership Fee  
The benefits and services that are covered in the annual membership fee are:  
o access to technical documents, guides, etc

**Standard**

Min. Quantity (for IDIQ Contract)  
0.00

Item No.	Max. Quantity	UI	Unit Cost	Total Cost
0001	0.00	EA	0.00	0.00

FSC: none

Stock Item No.:

Header  Description

Deobligate CLIN 0001 one hour labor totalling \$220. 50% (\$110) from 8662341-000 and 50% (\$110) from 8665300-000

**IDIQ**



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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Line Item Detail Tab</b>							
Min Quantity (IDIQ)	Minimum quantity required to purchase as a minimum defined in the IDIQ contract.	Defaults to 0.00	Yes	Yes	10.00	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> For Indefinite Delivery Indefinite Quantity Contracts Only
Item No	Number assigned to the line item.	Defaults from last document (PR, solicitation)	Yes	Yes	0001	Common Usage	<b>Rules for Creating / Changing:</b> Can be changed or modified from requisition. <b>Rules for Admin:</b> None
Quantity	Number of unit items you wish to purchase.	Defaults from last document (PR, solicitation)	Yes	Yes	1, 99	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Description	A brief description of the award, usually includes what the vendor is required to supply for the particular line item.	Free Text	Yes	Yes	"Detailed System Design Document"	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
UI	An abbreviation for Unit of Issue, a two-character code for the unit of measurement of the item being purchased.	Defaults from last document (PR, solicitation) Right Click on field to call Lookup Table	No	Yes	Lookup Table EA (Each) GA (Gallon) HR (Hour)	Common Usage	<b>Rules for Creating / Changing:</b> This field is particularly important to cross servicing. Defaults to EA. <b>Rules for Admin:</b> CSTARS values must match CFS, addressed separately at each bureau. Any values added in CSTARS must be added to CFS.
Unit Cost	The cost of the product or service per unit of issues.	Defaults from last document (PR, solicitation)	Yes	Yes	1234.55, 1.24	Common Usage	<b>Rules for Creating / Changing:</b> Number can be positive. CFS will make negative values zero. <b>Rules for Admin:</b> Number can be positive. CFS will make negative values zero.
FSC	An abbreviation for Federal Supply Code, which is a four-character classification code of all items of supply used by the federal government.	4-digit alphanumeric Defaults from last document (PR, solicitation)	Yes	Yes	Lookup Table.	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to FSC identified at Admin level but can be changed <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Stock Item No	Provides a means of simplifying the ordering process for stock or warehouse items frequently reordered.	Defaults from last document (PR, solicitation)	No	No	Lookup Table	Bureau Specific	<p><b>Rules for Creating / Changing:</b>            Defaults from C.Request. Picking a stock item will overwrite the description field and additional text can also be added.</p> <p><b>Rules for Admin:</b>            Table is maintained at the bureau level.            (NOAA) Could use standard stock numbers such as National Stock Numbers.</p>
Header	A free text field used differently by each bureau. Prints before the line item.	Defaults from last document (PR, solicitation)	Yes	No	Highlight an item, Periods of performance.	Bureau Specific	<p><b>Rules for Creating / Changing:</b>            NIST – e.g. A string of numbers used for working capital fund amortization. Fed to another system.            NOAA - Open to end users            CENSUS - Open to end users            OS - Not used</p> <p><b>Rules for Admin:</b>            None</p>



## Screen Name: Award Line Item / Accounting Tab

**Award Line Item**

Detail | **Accounting** | Delivery | Additional Info | Receiving

Accounting & Appropriation  
Line Item Cost: 0.00 Fund Code:

Account Lines:

Cost	Quantity	Pct	BOC	Account Code
0.00	0.00	100.00	2522CF	57060100000000

Total Cost: 0.00 Current LI Funding: 100.00 %  
Funding Goal: Fully Funded

Change Account Line

Cursor Position  New Delete

Account:

BOC:  SCIENTIFIC & TECHNICAL SERVICES

Percent:  Cost: 0.00  Cost  Percent

Quantity: 0.00

OK Cancel Apply Help

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Line Item Accounting Tab</b>							
Fund Code (Not Used)	Code used by the Treasury to assign funds to Federal Departments	2-digit numeric	Yes	No	N/A	Common Usage	<b>Rules for Creating / Changing:</b> The Fund Code is part of the full ACCS string. <b>Rules for Admin:</b> None
Funding Goal	Define if each line item will be fully funded, partially funded or non-funded at award.	Options: Fully Funded Partially Funding Non-Funded	No	Yes	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Account	The ACCS string: Bureau (2) FY (2) Project (7) Task (3) Fund Code (2) Program (9) Organization (16) BOC (8) User defined (6) Note: NIST uses a different sequence..	Defaults from last document (PR, solicitation)	Yes	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
BOC (Not Used)	Stands for the Budget Object Class. It is a numeric code assigned to financial transactions to identify the class of a service or item.	8-digit alphanumeric	No	No	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> The BOC is part of the full ACCS string. <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Cost and Quantity or Percent	<p>If the radio button Cost is selected, the Cost and Quantity fields are activated. User can enter dollars or number of items in the line item to be assigned to the selected ACCS.</p> <p>If the radio button Percent is chosen the Percent field is activated. The user can enter the percentage of the line item to be assigned to the selected ACCS.</p>	Defaults from last document (PR, solicitation)	Yes	Yes	100.00	Common Usage	<p><b>Rules for Creating / Changing:</b>            Fill in after selection of cost or percent radio button.            If the cost button is selected, then enter dollar amount or quantity amount. If the percent button is selected, enter the percent associated with a single line item.            The total for that line item must equal 100% or the total cost for the line item as indicated on the Line Item Detail screen.            Choice must be the same for all line items.</p> <p><b>Rules for Admin:</b>            None</p>
Cost or Percent radio button	Cost or Percent method for calculating allocation of line item to more than one ACCS.	Defaults from last document (PR, solicitation)	No	Yes	Radio Button	Common Usage	<p><b>Rules for Creating / Changing:</b>            None</p> <p><b>Rules for Admin:</b>            None</p>



## Screen Name: Award Line Item / Delivery Tab

The screenshot shows a software window titled "Award Line Item" with a close button (X) in the top right corner. The window has a tabbed interface with five tabs: "Detail", "Accounting", "Delivery" (which is selected), "Additional Info", and "Receiving". The "Shipping Information" section is expanded and contains the following fields:

- "Delivery Date:" followed by an empty text box.
- "Deliver To:" followed by a text box containing "000004" and a magnifying glass icon.
- "Address Display:" followed by a large empty text area.
- "Supplemental Address:" followed by a text box containing "NIST".
- "Priority:" followed by a text box containing "99".
- "FOB Designation:" with three radio button options: "Origin", "Destination" (which is selected), and "See Schedule".

At the bottom of the window, there are four buttons: "OK", "Cancel", "Apply", and "Help". On the far left of the bottom bar, there are two small arrow buttons (up and down).



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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Line Item Delivery Tab</b>							
Delivery Date (Award Line Item)	A date entered by procurement to indicate when line item delivery is expected. Note: This is NOT an FPDS-NG data item.	MM/DD/YYYY	No	Yes	Not recommended to use today's date except in case of emergency or high official request	Common Usage	<b>Rules for Creating / Changing:</b> Not recommended to use today's date. No backdating. If services, the delivery date will be the end date of the line item. <b>Rules for Admin:</b> None
Deliver To	The first point of delivery for the goods or service.	Address Code from Address Lookup Table	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> Propose carry over from requisition.

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
FOB Designation	Abbreviation for Free on Board. It is the point where the government accepts responsibility for delivery. If Origin, the Government assumes cost of shipping and responsibility for the items at vendors outboard shipping point. If destination, the vendor pays shipping and the government does not accept responsibility until delivery to the final destination.	Defaults from Admin Section Options: Origin Destination See Schedule	No	Yes	Radio Buttons	Common Usage	<b>Rules for Creating / Changing:</b> The Procurement Office should complete this field. In the end it is a Contracting Officer's decision. <b>Rules for Admin:</b> None
Priority (Not Used)	War code priority. Can be re-established when necessary.	Text Field - 2 digits	Yes	No	99	Common Usage	<b>Rules for Creating / Changing:</b> Would only be used in time of war. Training issue. <b>Rules for Admin:</b> None
Supplemental Address	Free text field used differently by each bureau for specific delivery instructions.	Text Field	Yes	Yes	Name, Building, Room for delivery.	Common Usage	<b>Rules for Creating / Changing:</b> Defaults from document level. Can be changed for specific line item <b>Rules for Admin:</b> None



## Screen Name: Award Line Item / Additional Info Tab

The screenshot shows a software dialog box titled "Award Line Item" with a close button (X) in the top right corner. The dialog has four tabs: "Detail", "Accounting", "Delivery", and "Additional Info", with "Additional Info" being the active tab. The content is organized into several sections:

- Pricing Options:** A group box containing five checkboxes:
  - Not Separately Priced
  - Not to Exceed
  - Fully Awarded
  - Prior Year
  - Include in Surcharge
- OCONUS:** A group box containing:
  - Currency: US Dollars
  - Currency Rate: 1.000000
- Purchase Request Information:** A group box containing:
  - Purchase Request No.: 03-351-2397
  - Line Item No: 0017
  - Project ID: 3w586501
- Period of Performance:** A group box containing:
  - Option Period: A dropdown menu showing "Option Period" with a search icon to its right.
  - Exercise
  - Begin Date: 09/11/2005
  - End Date: 04/30/2007

At the bottom of the dialog, there are navigation arrows (up and down) on the left, and four buttons: "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Line Item Additional Info Tab</b>							
Pricing Options	Method for each line item if you are not using fixed pricing.	Options: Not Separately Priced Fully Awarded - defaults to checked Not to Exceed Prior Year Include in Surcharge	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> Only required if using one of the three option If Not to Exceed is chosen, the following options are displayed and one must be chosen: <ul style="list-style-type: none"> <li>• Quantity</li> <li>• Price</li> <li>• Both</li> </ul> <b>Rules for Admin:</b> None
Currency Rate	Currency conversion rate for a foreign currency against the U.S. dollar at time of award.	Defaults to 1.000000	Yes	No	1.00566	Common Usage	<b>Rules for Creating / Changing:</b> Changes at time of invoice. The rate may not be the same as the rate entered at time of award. <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Project ID	Bureau specific number to identify special efforts, projects, and plans.	Defaults from Solicitation and/or Purchase Request (Requisition)	Yes	No	Varies by bureau	Bureau Specific	<p><b>Rules for Creating / Changing:</b>            NOAA uses for SAM            NIST uses for work order number.            OS uses for COMMITS funds tracking            Census uses for ITBP number</p> <p><b>Rules for Admin:</b>            Only the first 9 of the 30 characters passes to CFS.</p>
Option Period	A designated period of time beyond the base period. Used for services to designate multi-year needs.	Options: Blank Base Year Option Period	No	No	Drop-Down List	Common Usage	<p><b>Rules for Creating / Changing:</b>            Used for services only.            Base Period - The initial range of final performance.            Option Period - Additional ranges of time after the base period            Used as Option Quantity as well.</p> <p><b>Rules for Admin:</b>            None</p>

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Exercise	Checkbox displays if contract has options that can be exercised.	Checkbox	No	CD	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> If not checked, the money will not be obligated. Training issue. <b>Rules for Admin:</b> None
Begin Date	Base period or option start date.	MM/DD/YYYY	No	CD	02/15/2006	Common Usage	<b>Rules for Creating / Changing:</b> Required if Line Item Option used. <b>Rules for Admin:</b> Dates must be validated at award time.
End Date	Base period or option end date.	MM/DD/YYYY	No	CD	02/14/2008	Common Usage	<b>Rules for Creating / Changing:</b> Required if Line Item Option used. <b>Rules for Admin:</b> Dates must be validated at award time



## Screen Name: Award Line Item / Receiving Tab

A screenshot of a software dialog box titled "Award Line Item". The dialog has a blue title bar with a close button (X) on the right. Below the title bar are five tabs: "Detail", "Accounting", "Delivery", "Additional Info", and "Receiving". The "Receiving" tab is selected. The main area of the dialog is titled "Receiving Information" and contains the following controls:

- "Receiving Method:" with two radio buttons: "Dollar/Based" (selected) and "Quantity/Based".
- "RI Matching:" with three radio buttons: "2-way" (selected), "3-way", and "4-way".
- "Receiving Office:" followed by an empty text input field.

At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help". On the far left of the bottom bar are two small arrow buttons (up and down).

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Line Item Receiving Tab</b>							
Receiving Method	Method in which invoice will be processed (quantity-based or price)	Options: Dollar Based Quantity Based	No	Yes	Radio Buttons	Common Usage	<b>Rules for Creating / Changing:</b> If you award more than one quantity, then it would be Quantity 1 JB are \$XX would be price. <b>Rules for Admin:</b> None
RI Matching	The number of documents required by vendor in order to be paid.	Options: 2-way 3-way 4-way	No	Yes	Radio Buttons	Common Usage	<b>Rules for Creating / Changing:</b> 2-way - award and invoice.-3-way - award, invoice and R&I 4-way – award, invoice, receipt, and acceptance <b>Rules for Admin:</b> None
Receiving Office	Office code where the invoice is to be sent.	Text Field - 8 chars	Yes	Yes	Lookup Table.	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None





## Screen Name: Award Obligation / Obligation Tab

**Award Obligation**

Obligation | Other Totals | Surcharge

Award Total

Always calculate obligated amount

Line Item Total: 0.00

Award Total: 0.00 (Includes Other Totals)

US \$ Total: 0.00

Obligated Amount: 0.00

Contract Officer: 897 SZWED, MICHAEL

FPDS Reporting

Reporting Required

Create/Update Report on Close

OK Cancel Apply Help

Standard

**Award Obligation**

Obligation | Other Totals | Surcharge

Award Total

Always calculate obligated amount

Line Item Total: 0.00

Award Total: 0.00 (Includes Other Totals)

US \$ Total: 0.00

Obligated Amount: 0.00

Contract Officer: 897 SZWED, MICHAEL

FPDS Reporting

Reporting Required

Create/Update Report on Close

Indefinite Quantity Contract Info

Minimum Award Total: 0.00

Minimum US \$ Total: 0.00

OK Cancel Apply Help

IDIQ

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Obligation Obligation Tab</b>							
Always calculate obligated amount	Indicates if user want the total amount of the award obligated.	Checkbox	No	Yes	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to checked. During Continuing Resolution, uncheck this box and enter only amount to be obligated. <b>Rules for Admin:</b> None
Obligated Amount	The net amount of funds (in dollars and cents) obligated.	Grayed out if above box is checked	CD	Yes	100.00	Common Usage	<b>Rules for Creating / Changing:</b> Triggered when "always calculate obligated amount" box is unchecked. <b>Rules for Admin:</b> (FPDS-NG) If the net amount is zero, enter zero.
Contract Officer	The warranted Contracting Officer signing the award document.	CO Code from User Table	No	Yes	Lookup Table.	Bureau Specific	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> Maintained by the Systems Administrator.

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
FPDS Reporting Required	If checked, indicates information is reported to FPDS-NG system.	Checkbox	No	Yes	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to checked. FPDS-NG reporting requirements are defined in section 2.1 (pages 2-3) of the FPDS-NG User's Manual, Version 1.0, dated May, 2006 <b>Rules for Admin:</b> None
Create/Update Report on Close	Transfers data to FPDS-NG system on completion of the successful obligation function. When user clicks "OK" CSTARS automatically transfers user to FPDS-NG reporting for inputs by user.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> None FPDS-NG reporting requirements are defined in section 2.1 (pages 2-3) of the FPDS-NG User's Manual, Version 1.0, dated May, 2006 <b>Rules for Admin:</b> None
Min Award Total	Guaranteed minimum of IDIQ Contract.	Defaults to 0.00	Yes	CD	10000.00	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> For Indefinite Delivery Indefinite Quantity Contracts Only

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Min US \$ Total	Total obligated amount in US dollars if awarding in foreign currency.	Defaults to 0.00	Yes	CD	25000.00	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> For Indefinite Delivery Indefinite Quantity Contracts Only



## Screen Name: Award Obligation / Other Totals Tab

**Award Obligation** [X]

Obligation | **Other Totals** | Surcharge

Optional Charges/Discounts

Line Item Total: 0.00

Type of Discount: Amount

Discount: 0.00

Amount/Percent: 0.00

Value Added Tax Rate: 0.00

Total VAT Amount: 0.00

Shipping Charges: 0.00

Award Total: 0.00

OK Cancel Apply Help

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Obligation Other Totals Tab</b>							
Type of Discount	Discount offered by vendor.	Options: Amount Percent	No	No	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> Make sure the type of discount given in the response is entered. <b>Rules for Admin:</b> Does not pass to CFS.
Discount	The amount or percentage of discount given.	Defaults to 0.00	Yes	No	1.00	Common Usage	<b>Rules for Creating / Changing:</b> Make sure discount given in response is entered. <b>Rules for Admin:</b> Does not pass to CFS.
Value Added Tax Rate	The percentage of additional tax imposed by another country beyond cost of items.	Defaults to 0.00	Yes	No	2.00	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> Does not pass to CFS.
Shipping Charges	Amount used for shipping	Defaults to 0.00	Yes	No	250.00	Bureau Specific	<b>Rules for Creating / Changing:</b> Most bureaus add shipping charges as a separate line item. <b>Rules for Admin:</b> Does not pass to CFS.



## Screen Name: Award Obligation / Surcharge Tab

The screenshot shows a software window titled "Award Obligation" with a close button (X) in the top right corner. The window has three tabs: "Obligation", "Other Totals", and "Surcharge", with "Surcharge" being the active tab. Inside the window, there is a section titled "Customer Surcharge Totals" which contains the following elements:

- A checked checkbox labeled "Automatically calculate surcharge".
- A text field for "Surcharge Rate" containing "0.00 %".
- Text labels for "Amount Included in Surcharge: 0.00" and "Surcharge Total: 0.00".
- A text field for "Manual Surcharge Total" containing "0.00".
- A text field for "Revenue Account" with a search icon (magnifying glass) to its right.

At the bottom of the window, there are four buttons: "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Obligation Surcharge Tab</b>							
Automatically calculate surcharge	Percent of surcharge paid to use contracts.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to checked. <b>Rules for Admin:</b> Does not pass to CFS.
Surcharge Rate	Percent of surcharge paid to use contracts.	Defaults to 0.00%	Yes	No	1.00	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> Does not pass to CFS.
Revenue Account	Account code to which surcharge revenue should be credited.	Account Code from Account Table	Yes	No	Lookup Table.	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> Does not pass to CFS.





## Screen Name: Award Document

Section	Clause Number	Fill In	Clause/Text Title	Matrix ID
	52.247-34	NO	F.O.B. DESTINATION (NOV 1991)	
	52.204-7	NO	CENTRAL CONTRACTOR REGISTRATION (OCT 2003)	
	52.204-8	YES	ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JAN :	
	52.212-3	NO	OFFEROR REPRESENTATIONS AND CERTIFICATIONS--COI	
	52.212-4	NO	CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEM	
	52.212-5	YES	CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPL	
	52.252-2	YES	CLAUSES INCORPORATED BY REFERENCE (FEB 1998)	
	NIST LOCAL_04	NO	BILLING INSTRUCTIONS	

Copy Solicitation Document

Solicitation: SB1341-06-Q-0466

Copy document from this solicitation:

This screen is used to incorporate clauses into an Award either simultaneously based on the type of award using the FAR Matrix or individually. Clauses can be automatically brought forward from the solicitation using the *Copy Solicitation Document* screen. The clauses in each matrix can be modified based on bureau specific requirements. It also provides the opportunity to incorporate text files into the Award or delete clauses. Contracting personnel must be trained on department and/or bureau-specific clause requirements. If individual clauses are to be incorporated into the Award, the following Clauses Screen will be used.



## Screen Name: Clauses / Clauses Tab

A screenshot of a software dialog box titled "Clauses". The dialog has a "Clause" tab selected. It contains several input fields and options:

- Attributes:** A group box containing:
  - Clause:** A text input field with a search icon to its right.
  - Supplement:** A dropdown menu.
  - Section:** A dropdown menu.
  - Full Text:** A radio button, currently selected.
  - Reference:** A radio button.
  - Page Break:** A checkbox.
- Header:** A large text area with a vertical scrollbar on the right.
- Title:** A text input field with a vertical scrollbar on the right.

At the bottom of the dialog, there is an "Fill In" button and a standard Windows-style button bar with "OK", "Cancel", "Apply", and "Help" buttons.

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/ CD)	Examples- Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Clauses Clause Tab</b>							
Clause	FAR, CAR, or Local clause included in the Award.	Clause Number Lookup Table	Yes	No	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> This screen is used for adding individual clauses to the award. FAR, CAR, or Agency Policy. Full text or Referenced dependent on clause selected. <b>Rules for Admin:</b> None
Clause Incorporated By	Clauses included by reference or full text.	Options: Full Text Reference	No	CD	Radio Button	Common Usage	<b>Rules for Creating / Changing:</b> This field is required if a clause is selected. If you have a fill-in, you should use full text. Refer to FAR Matrix. <b>Rules for Admin:</b> None
Supplement	Where the clause is located.	Options: FAR CAR Local Lcl Appr	No	No	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/ CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Section	The Uniform Contract Format (UCF) section where the clause is to be located.	Options: Applicable Sections for the solicitation	No	CD	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to Section B. Is required if using UCF and clauses are selected. Grayed out if using other than UCF format. FAR Matrix, CAR, and Bureau policy. <b>Rules for Admin:</b> None
Page Break	Inserts a page break between clauses.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Header	Can be used as a text header for a group of clauses.	Text Field	Yes	No	"The vendor must provide the following documents".	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Title	Can be used as a text header of each clause.	Text Field	Yes	No	Changes Clause	Common Usage	<b>Rules for Creating / Changing:</b> Used only if title information is not included with the clause text itself. <b>Rules for Admin:</b> None



## Screen Name: Route List / Reviewer Tab

A screenshot of a software dialog box titled "Route List" with a close button (X) in the top right corner. The dialog has a tab labeled "Reviewer". Inside the dialog, there are several input fields and options:

- "Reviewer's code:" followed by a text input field and a magnifying glass icon.
- "Reviewer:" followed by a text input field.
- "Title:" followed by a text input field.
- "Order for receiving document:" followed by a text input field containing the number "10".
- "Priority of document being routed:" followed by a text input field containing the number "10".
- Three radio button options: "Approval Required" (which is selected), "Carbon Copy", and "View Only" (which is unchecked).

At the bottom of the dialog, there are four buttons: "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Route List Reviewer Tab</b>							
Reviewer Code	Three-character agent code pulled from the user setup. This will vary per bureau and be the people that you need/want to review the award.	Reviewer Code from User Table 3-digit alphanumeric	No	Yes	Lookup Table	Bureau Specific	<b>Rules for Creating / Changing:</b> Can be edited along the way and previous reviewers are not required by the system to review again. Can be routed as view only to prevent editing. User can add himself or herself as the last person on route so that they receive a notification when the requisition has received final approval. The system will allow preset routing but it is not enforced. <b>Rules for Admin:</b> None
Receiving Order	The sequence in which the selected reviewer/approver will get the award.	Numeric Value for Routing (10, 20, 30, etc.)	Yes	Yes	10, 25	Common Usage	<b>Rules for Creating / Changing:</b> The system starts with 10 and increases in increments of 10, but this can be changed to any integer. Two or more individuals can have the same sequence number. <b>Rules for Admin:</b> None

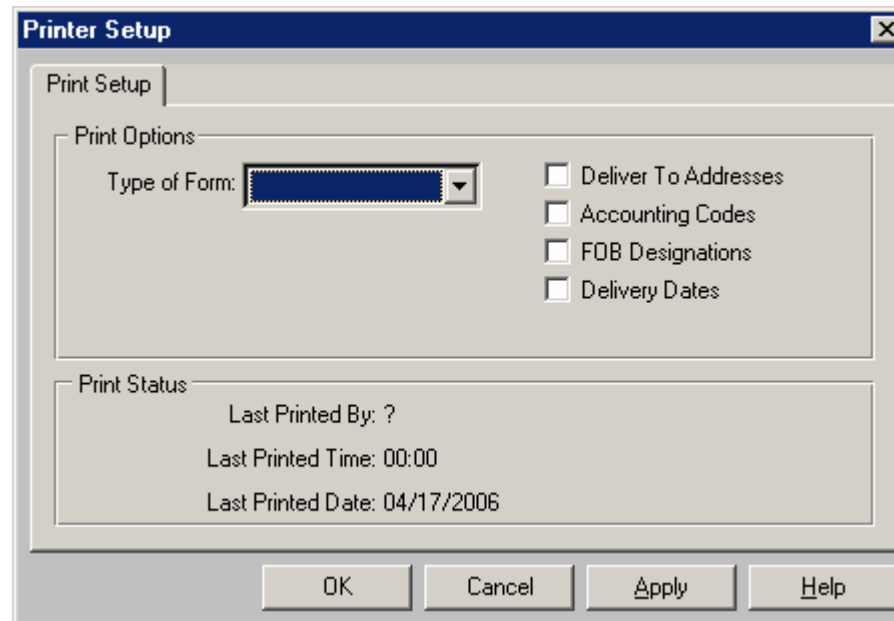
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Priority	Option that moves the approval action message to the top of the approver's CSTARS inbox.	Numeric Value defaults to 10	No	No	10, 25	Common Usage	<b>Rules for Creating / Changing:</b> Training issue. <b>Rules for Admin:</b> None
Type of Approval	Approval Required - Document must be approved before it proceeds on the routing. Carbon Copy - Document will proceed on route regardless approval.	Options: Approval Required Carbon Copy	No	Yes	Radio Button	Common Usage	<b>Rules for Creating / Changing:</b> CAUTIONARY NOTE: Approval is not required by the system prior to Obligation. Defaults to "Approval Required". User can change to "Carbon Copy". Carbon Copy still requires an Approve/Disapprove action to remove from inbox. <b>Rules for Admin:</b> None
View Only	Checkbox which allows/prevents reviewers to make changes.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> The default is field is unchecked." View only" allows approval/disapproval, but not document editing. If you select "Carbon Copy", View Only defaults. <b>Rules for Admin:</b> None



## Screen Name: Printer Setup / Print Setup Tab



The image shows a "Printer Setup" dialog box with a "Print Setup" tab. It contains two main sections: "Print Options" and "Print Status".

**Print Options:**

- Type of Form: [Dropdown menu]
- Deliver To Addresses
- Accounting Codes
- FOB Designations
- Delivery Dates

**Print Status:**

- Last Printed By: ?
- Last Printed Time: 00:00
- Last Printed Date: 04/17/2006

Buttons at the bottom: OK, Cancel, Apply, Help.



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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Printer Setup Print Setup Tab</b>							
Type of Form	Identifies the form used to produce/print document.	Options: AD838 BS008 DD1155 GS300 OF347 SF1411 SF1442 SF1449 SF252 SF26 VA2138-7	No	Yes	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Line Item Print Options	Additional information that can be selected to print on the document at the line item level.	Options: Deliver to Addresses Accounting Codes FOB Designations Delivery Dates	No	No	Checkboxes	Common Usage	<b>Rules for Creating / Changing:</b> Prints at line item level. <b>Rules for Admin:</b> None



## Screen Name: Supporting Documentation / Details Tab

The screenshot shows a window titled "Supporting Documentation" with a close button (X) in the top right corner. The window has two tabs: "Details" (selected) and "Additional Info".

**Document Information**

Title:

Type:

Additional Description/Comments

**Document Location**

Electronic  Hardcopy

Enter path and filename.

Save file content into database

At the bottom of the window are three buttons: , , and .

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Support Documentation Details Tab</b>							
Title	Description of support document	Text Field	Yes	No	Statement of Work, Government Estimate	Common Usage	<b>Rules for Creating / Changing:</b> Free text. Needs to describe the type of document you are attaching. Documents entered here do not automatically print. Documents must be printed separately. <b>Rules for Admin:</b> None
Type	The associated support document group.	Drop-Down - no options	No	No	Drop-Down List	N/A	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Description	A brief summary/explanation of the supporting document.	Text Field	Yes	No	Independent Government Estimate for the System Upgrade	Common Usage	<p><b>Rules for Creating / Changing:</b>            Used when you need to print supporting documentation separately. If you want support documents printed automatically in the proper order with the award, then do it by clause. CSTARS allows you to add text files within the clause section so they will print where needed.</p> <p><b>Rules for Admin:</b>            None</p>
Document Location	The location of the supporting document.	Options: Electronic Hardcopy	Yes	Yes	(Enter Hardcopy Location, Upload existing file, Create New File Using Template)	Common Usage	<p>Used when you need to print supporting documentation separately. If you want support documents printed automatically in the proper order with the award, then do it by clause. CSTARS allows you to add text files within the clause section so they will print where needed.</p> <p><b>Rules for Admin:</b>            None</p>

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Path/Filename	The electronic or physical location of the file.	Name & Path of File	Yes	Yes	Free form or browse for file location. C:\Projects\SOW.doc	Common Usage	<p><b>Rules for Creating / Changing:</b>            Used when you need to print supporting documentation separately. If you want support documents printed automatically in the proper order with the award, then do it by clause. CSTARS allows you to add text files within the clause section so they will print where needed.</p> <p><b>Rules for Admin:</b>            None</p>

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Save file content in database	Utility to save the document to a database instead of a referenced drive.	Checkbox	No	No	Checkbox	Common Usage	<p><b>Rules for Creating / Changing:</b>            Used when you need to print supporting documentation separately. If you want support documents printed automatically in the proper order with the award, then do it by clause. CSTARS allows you to add text files within the clause section so they will print where needed.            Training issue.</p> <p><b>Rules for Admin:</b>            None</p>



## Screen Name: Supporting Documentation / Additional Info Tab

(Not used at this time)

The screenshot shows a window titled "Supporting Documentation" with a close button (X) in the top right corner. The window has two tabs: "Details" and "Additional Info", with "Additional Info" being the active tab. The content is organized into two main sections:

- Attachment Information:** A text area containing:
  - Attached On: 04/17/2006
  - Attached For: SB134106W0485
  - Attached From: Award
- Checkboxes:** Two unchecked checkboxes:
  - Current Version/Copy of the Statement of Work (SOW)
  - For 'Web Publish' with the Solicitation/Amendment.
- Related Dates:** Three date input fields:
  - Created On: / /
  - Received On: / /
  - Effective On: / /

At the bottom of the window are three buttons: "OK", "Cancel", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Support Documentation Additional Info Tab</b>							
Current Version/Copy of the SOW (Not Used)	A flag to identify the most current version of a support document.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
For 'Web Publish' with the Solicitation/Amendment (Not Used)	Internal web address to allow internal uploading of documents.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Created On (Not Used)	The date the support document was created.	MM/DD/YYYY	No	No	06/08/2006	Common Usage	<b>Rules for Creating / Changing:</b> Defaults from the Solicitation. <b>Rules for Admin:</b> Does not print.
Received On (Not Used)	The date the support document was received.	MM/DD/YYYY	No	No	06/08/2006	Common Usage	<b>Rules for Creating / Changing:</b> Defaults from the Solicitation. <b>Rules for Admin:</b> Does not print.
Effective On (Not Used)	The date the support document became (or will become) effective.	MM/DD/YYYY	No	No	06/08/2006	Common Usage	<b>Rules for Creating / Changing:</b> Defaults from the Solicitation. <b>Rules for Admin:</b> Does not print.





## Award Modification Screens

### Screen Name: Modification for "Contract Number" / Update Number Tab

A screenshot of a software dialog box titled "Modification for SB1341-06-8-0223". The dialog has a tab labeled "Update Number". Inside the dialog, there are three main fields: "Purchase Request:" with a dropdown menu currently showing "None"; "Last Modification Used:" with an empty text input field; and "New Modification Number:" with an empty text input field. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Modification for "Contract Number" Update Number Tab</b>							
Purchase Request	Control number that uniquely identifies a Requisition document to be used for the modification	Options: None All Open PR's from the users' worksheet	No	Yes	Drop-Down List AABB0444600112	Common Usage	<p><b>Rules for Creating / Changing:</b>            Drop-down list will default from open requisition by system user. System user must select from the list available.            Fiscal year that the first obligation is planned.            The Purchase Request must be on the corresponding worksheet in which the award document resides.</p> <p><b>Rules for Admin:</b>            Bureau codes maintained at bureau level.</p>
Last Modification Used	Shows the last modification number awarded.	Read Only	No	No	System generated	Common Usage	<p><b>Rules for Creating / Changing:</b>            Cannot be created or changed.</p> <p><b>Rules for Admin:</b>            None</p>

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
New Modification Number	A unique number that identifies the Award modification and the type of modification.	Text Field – 4-digits alphanumeric M: Contact Modification X: Administrative Modification T: Task Order Modification P: Purchase Order Modification B: BPA, BOA Modification	Yes	Yes	M001	Common Usage	<b>Rules for Creating / Changing:</b> Number should be sequential, but not necessarily consecutive. Training issue. <b>Rules for Admin:</b> Numbering format adopted by Acquisition Council in May 25, 2006



## Screen Name: Award Modification / SF30 Admin Tab

**Award Modification** [X]

SF30 Admin | Description | Authority | Signatures

Award Information

Contract ID:  Project No.:

Request No.:

Award No.: SB13410680223

Issued On: 04/17/2006

Modification Admin

Modification No.: 0001 Mod Effective Date: 04/18/2006

Issued By:

Admin By:

Government POC:

OK Cancel Apply Help

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Modification SF30 Admin Tab</b>							
Contract ID (Not Used)	The contract type identifier code that appears in the title block of the contract being modified.	Text Field - 8 digits	Yes	No	Not Used	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Project No.	Originally defaulted from the SF 1417, which is no longer used.	Text Field - 8 digits	Yes	No	Not Used	Bureau Specific	<b>Rules for Creating / Changing:</b> Currently not used, except by OS for COMMITS project numbers. <b>Rules for Admin:</b> None
Request No.	Control number that uniquely identifies a Requisition document	Read Only Bureau - 8 alphanumeric Fiscal Year - 1 numeric Counter - 5 alphanumeric	Yes	Yes	AABB0444600112	Common Usage	<b>Rules for Creating / Changing:</b> If no PR exists, the system generates a value. Read Only <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Award No.	A unique number assigned at the start of the original award process.	Defaults from Award. 4 Segments: Activity Code = 6 char Fiscal Year = 2 digits Counter Code = 2 chars Counter = 4 digits	No	Yes	YA132307CN0001	Common Usage	<b>Rules for Creating / Changing:</b> <b>Rules for Creating / Changing:</b> The activity codes and document counter codes are specified in a DOC CAM Chapter. <b>Rules for Admin:</b> None
Issued On:	The effective date for original award. Defaults from award.	Defaults from Award. MM/DD/YYYY	No	Yes	11/25/2006	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Mod Effective Date	FPDS-NG data defined as: Date Period of Performance Commences. This is usually the same as the date signed but may be earlier or later under some circumstances. This date can be the same date as the Award/Signed Date. On modifications this is the date the modification is effective. Apply agency rules regarding effective date and date signed.	MM/DD/YYYY	No	Yes	11/25/2006	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to today's date, but the user may change, update. User should update to date signed. Training Issue. <b>Rules for Admin:</b> None
Issued By	The Procurement Office processing the modification.	Defaults from award	No	Yes	Lookup Table.	Common Usage	<b>Rules for Creating / Changing:</b> Must be the office issuing the award. Can be update by user. <b>Rules for Admin:</b> Keep user profile update by user.

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Admin By	The Contracting Office that administers the contract..	Defaults from award	No	Yes	Lookup Table.	Common Usage	<b>Rules for Creating / Changing:</b> Can be updated by user. <b>Rules for Admin:</b> Keep user profile update by user.
Government POC	Individual to be contacted in relation to questions about the contract modification.	Defaults to current user's agent ID	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> Can be updated by user. <b>Rules for Admin:</b> None





## Screen Name: Award Modification / Description Tab

The screenshot shows a software window titled "Award Modification" with a close button (X) in the top right corner. The window has four tabs: "SF30 Admin", "Description", "Authority", and "Signatures". The "Description" tab is active. Inside the window, there is a large text area labeled "Description of Amendment/Modification" with a vertical scrollbar on the right. Below this text area is a "Description File" label and a text input field containing the word "NONE". To the right of the input field are three buttons: "Browse", "Launch", and "Templates". At the bottom of the window, there are four buttons: "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Modification</b>							
<b>Tab Description</b>							
Description of Amendment/Modification	Text field to describe the action being taken.	Text Field	Yes	Yes	"This is a modification to contract XYZ to de-obligate funds from CLIN 0002." If document is attached, should reference in this block.	Common Usage	<b>Rules for Creating / Changing:</b> Can be updated by user. <b>Rules for Admin:</b> None
Description File	Path/File name to attached documents	Text Field	Yes	No	C://SOW.doc	Common Usage	<b>Rules for Creating / Changing:</b> Can enter or browse for value. <b>Rules for Admin:</b> None



## Screen Name: Award Modification / Authority Tab

The screenshot shows a software window titled "Award Modification" with a close button (X) in the top right corner. The window has four tabs: "SF30 Admin", "Description", "Authority", and "Signatures", with "Authority" currently selected. The main content area is divided into two sections. The first section, "Accounting & Appropriation", contains a text input field with a search icon on the right, containing the alphanumeric string "570502000000000086623410000186086602000000000000". Below this is a dropdown menu labeled "BOC:" with the selected value "2514CF MAINTENANCE & REPAIR OF EQUIPME". The second section, "Type of Modification", contains four radio button options: "Change Order" (which is selected), "Administrative Changes", "Supplemental Agreement", and "Other". Below these options is a text input field labeled "Specify Authority (when required):" which is currently empty. At the bottom of the window, there are four buttons: "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Modification Authority Tab</b>							
Account Code	The ACCS string: Bureau (2) FY (2) Project (7) Task (3) Fund Code (2) Program (9) Organization (16) BOC (8) User defined (6) Note: NIST uses a different sequence.	Text Field	Yes	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> Field cannot be changed in the Procurement Office. To change ACCS, requisition needs to be returned and Requisitioner will need to change ACCS and resubmit. <b>Rules for Admin:</b> None
BOC (Not Used)	Abbreviation for Budget Object Class. It is a numeric code assigned to financial transactions to identify the class of a service or item.	8-digit alphanumeric	No	Yes	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Type Of Modification	Kind of change being made to the contract based on authority	Options: Change Order Administrative Changes Supplemental Agreement Other	No	Yes	Radio Buttons	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Specify Authority	User identifies the reference for the authority for the modification.	Text Field - 70 chars	Yes	No	"FAR Clause 43.103b"	Common Usage	<b>Rules for Creating / Changing:</b> Not always required. <b>Rules for Admin:</b> None



## Screen Name: Award Modification / Signatures Tab

The screenshot shows a window titled "Award Modification" with a tabbed interface. The "Signatures" tab is selected. The form contains the following fields and options:

- Contracting Officer:** A text box containing "897" with a search icon to its right, followed by the text "SZWED, MICHAEL".
- Date Signed:** An empty text box.
- Contractor:** A text box containing "00001920" with a search icon to its right, followed by the text "JEOL USA, INC.".
- Contractor is required to sign and return  copies to the Issuing office.
- Novation

At the bottom of the window are four buttons: "OK", "Cancel", "Apply", and "Help".

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/ No)	Req'd (Yes/ No/ CD)	Examples- Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Award Modification Signatures Tab</b>							
Contracting Officer	Contracting Officer to sign documents.	Defaults from award or the last modification	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> Defaults and user can change the lookup table. CO must have appropriate warrant level. <b>Rules for Admin:</b> None

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/ No)	Req'd (Yes/ No/ CD)	Examples- Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Date Signed	<p>FPDS-NG data defined as:</p> <p>This is when a mutually binding agreement is reached as specified below:</p> <ul style="list-style-type: none"> <li>• For funded actions, the award date is the date the funds were obligated.</li> <li>• For awards, which will be funded at a future date, the award date is the date signed by the contracting officer.</li> <li>• For basic agreements, or IDVs, for which there is no funding on the basic document, the award date is the date mutually agreed upon by the contracting officer and the contractors.</li> </ul>	MM/DD/YYYY	No	Yes	12/25/2006	Common Usage	<p><b>Rules for Creating / Changing:</b>            Defaults to the date that you open FPDS-NG.            The approving official needs to ensure that the correct dates are reflected at the time of approval.            You do not need to fill in until CFS approves/obligates funds. However, NIST gets it signs then processes the obligation.</p> <p><b>Rules for Admin:</b>            NOTE: All FPDS-NG standard reports, unless otherwise stated in the report criteria, will use the Award/Signed Date.</p>



CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/ No)	Req'd (Yes/ No/ CD)	Examples- Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Contractor	CSTARS vendor number for the contractor receiving the award modification.	Defaults from award or previous modification	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> Vendor must exist in CSTARS.  Must be in the CCR (except) for FAR exceptions) <b>Rules for Admin:</b> None
Contractor is required to sign and return 'x' copies to the issuing office	Number of required copies to be signed by contractor.	Checkbox and 2 digit text field	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to 1. User must update if more needed. <b>Rules for Admin:</b> None
Novation	Defines if action is a legal change of contractor	Checkbox	No	Yes	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> User must select if action changes vendor responsibility. This most often occurs when companies merge or are sold and the contract remains active. Some bureaus do not do modifications for novations. <b>Rules for Admin:</b> None



## Screen Name: Modification Line Item / Detail Tab

**Modification Line Item** [X]

Detail | Accounting | Delivery | Additional Info | Receiving

Item Detail

Item No.	Quantity	UI	Unit Cost	Total Cost
0001	0.00	EA	0.00	0.00

FSC: none [Search]  BUMED Report

Stock Item No.: [Search]

Header  Description

Deobligate CLIN 0001 one hour labor totalling \$220. 50% (\$110) from 8662341-000 and 50% (\$110) from 8665300-000

[Up] [Down] [OK] [Cancel] [Apply] [Help]

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Modification Line Item Detail Tab</b>							
Item No	Number assigned to the modification line item.	Defaults from award line item or next available line item number	Yes	Yes	0001	Common Usage	<b>Rules for Creating / Changing:</b> Can be changed or modified from requisition or award. <b>Rules for Admin:</b> None
Quantity	Number of unit items you wish to purchase.	Defaults from award line item or 0.00	Yes	Yes	10, 255	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
UI	Abbreviation for the Unit of Issue. The two character code for the unit of measurement of the item being purchased.	Defaults from award line item or EA Right Click on field to call Lookup Table	No	Yes	EA (Each) GA (Gallon) HR (Hour)	Common Usage	<b>Rules for Creating / Changing:</b> This field is particularly important to cross servicing. Defaults to EA. <b>Rules for Admin:</b> CSTARS values must match CFS, addressed separately at each bureau. Any values added in CSTARS must be added to CFS.

CBE BPR and Data Standardization  
 2.0 Award the Contract  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Unit Cost	The cost of the product or service per unit of issue.	Defaults from award line item or 0.00	Yes	Yes	1234.55, 1.24	Common Usage	<p><b>Rules for Creating / Changing:</b>            Number can be positive. CFS will make negative values zero.</p> <p><b>Rules for Admin:</b>            Number can be positive. CFS will make negative values zero.</p>
FSC	Abbreviation for Federal Supply Code. A four-character classification code of all items of supply used by the federal government.	4-digit alphanumeric Defaults from award line item or "none"	Yes	Yes	Lookup Table.	Common Usage	<p><b>Rules for Creating / Changing:</b>            Defaults to FSC identified at Admin level.</p> <p><b>Rules for Admin:</b>            None</p>
BUMED Report (Not Used)	Not Used	Checkbox	No	No	Checkbox	Common Usage	<p><b>Rules for Creating / Changing:</b>            None</p> <p><b>Rules for Admin:</b>            None</p>
Stock Item No	Provides a means of simplifying the ordering process for stock or warehouse items frequently reordered.	Defaults from award line item or null	No	No	Lookup Table	Bureau Specific	<p><b>Rules for Creating / Changing:</b>            Selected by Requisitioner. Picking a stock item will overwrite the description field and additional text can also be added.</p> <p><b>Rules for Admin:</b>            Table is maintained at the bureau level.            (NOAA) Could use standard stock numbers such as National Stock Numbers.</p>

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Header	A free text field used differently by each bureau. Prints before the modification line item.	Defaults from award line item or null	Yes	No	Highlight an item, Periods of performance.	Bureau Specific	<b>Rules for Creating / Changing:</b> NIST - A string of numbers used for working capital fund amortization. Fed to another system. NOAA - Open to end users CENSUS - Open to end users OS - Not used <b>Rules for Admin:</b> None



## Screen Name: Modification Line Item / Accounting Tab

**Modification Line Item**

Detail | Accounting | Delivery | Additional Info | Receiving

Accounting & Appropriation  
Line Item Total: 0.00 Fund Code:

Account Lines:

Cost	Quantity	Pct	BOC	Account Code
0.00	0.00	50.00	2514CF	57050200000000
0.00	0.00	50.00	2514CF	57050200000000

Total Cost: 0.00 Total LI Funding: 100.00 %  
Funding Goal: Fully Funded

Change Account Line

Cursor Position

Account:

BOC:  MAINTENANCE & REPAIR OF EQUIPME

Percent:  Cost:   Cost  Percent

Quantity: 0.00

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Modification Line Item Accounting Tab</b>							
Fund Code (Not Used)	Code used by the Treasury to assign funds to Federal Departments. The Fund Code is part of the full ACCS string.	2-digit numeric	Yes	No	N/A	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Funding Goal	Define if each line item in the modification is fully funded, partially funded or not funded.	Options: Fully Funded Partially Funding Non-Funded	No	Yes	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Account	The ACCS string: Bureau (2) FY (2) Project (7) Task (3) Fund Code (2) Program (9) Organization (16) BOC (8) User defined (6) Note: NIST uses a different sequence.	Defaults from award	Yes	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
BOC (Not Used)	Abbreviation for Budget Object Class. It is a numeric code assigned to financial transactions to identify the class of a service or item.	8-digit alphanumeric	No	No	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> The BOC is part of the full ACCS string. <b>Rules for Admin:</b> None
Cost and Quantity or Percent	If the radio button Cost is selected, the Cost and Quantity fields are activated. User can enter dollars or number of items in the line item to be assigned to the selected ACCS. If the radio button Percent is chosen the Percent field is activated. The user can enter the percentage of the line item to be assigned to the selected ACCS.	Defaults from last document (PR, solicitation)	Yes	Yes	100.00	Common Usage	<b>Rules for Creating / Changing:</b> Fill in after selection of cost or percent radio button. If the cost button is selected, then enter dollar amount or quantity amount. If the percent button is selected, enter the percent associated with a single line item. The total for that line item must equal 100% or the total cost for the line item as indicated on the Line Item Detail screen. Choice must be the same for all line items. <b>Rules for Admin:</b> None
Cost or Percent radio button	Cost or Percent method for calculating allocation of line item to more than one ACCS.	Defaults from last document (PR, solicitation)	No	Yes	Radio Button	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None





## Screen Name: Modification Line Item / Delivery Tab

**Modification Line Item** [X]

Detail | Accounting | **Delivery** | Additional Info | Receiving

Shipping Information

Delivery Date: 03/17/2006      FOB Designation:  Origin  
 Destination  
 See Schedule

Deliver To: 000004 [Search]

Address Display:

Priority: 99

Supplemental Address: 226/B206

▲ ▼    OK    Cancel    Apply    Help

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Modification Line Item Delivery Tab</b>							
Delivery Date	A date entered by procurement to indicate when a specific line item delivery is required. Note: This is NOT an FPDS-NG data item.	MM/DD/YYYY	No	No	11/24/2006	Common Usage	<b>Rules for Creating / Changing:</b> Not recommended to use today's date. No backdating. If services, the delivery date will be the end date of the line item. <b>Rules for Admin:</b> None
Deliver To	The first point of delivery for the goods or service for the line item.	Defaults from award	No	Yes	Lookup Table	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> Propose carry over from requisition.

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
FOB Designation	Abbreviation for Free on Board. It is the point where the government accepts responsibility for delivery. If Origin, the Gov't assumes cost of shipping and responsibility for the items at vendors outboard shipping point. If destination, the vendor pays shipping and the government does not accept responsibility until delivery to the final destination.	Defaults from Award Options: Origin Destination See Schedule	No	Yes	Radio Buttons	Common Usage	<b>Rules for Creating / Changing:</b> The Procurement Office should complete this field. In the end it is a Contracting Officer's decision. <b>Rules for Admin:</b> None
Priority (Not Used)	War code priority. Can be re-established when necessary.	Text Field - 2 digits	Yes	No	99	Common Usage	<b>Rules for Creating / Changing:</b> Would only be used in time of war. Training issue. <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Supplemental Address	Free text field used differently by each bureau for specific delivery instructions.	Defaults from award	Yes	Yes	Name, Building, Room for delivery.	Common Usage	<b>Rules for Creating / Changing:</b> Defaults from document level. Can be changed for specific line item <b>Rules for Admin:</b> None



## Screen Name: Modification Line Item / Additional Info Tab

The screenshot shows a Windows-style dialog box titled "Modification Line Item" with a close button (X) in the top right corner. The dialog has five tabs: "Detail", "Accounting", "Delivery", "Additional Info" (which is selected), and "Receiving".

Under the "Additional Info" tab, there are four sections:

- Pricing Options:** Contains five checkboxes: "Not Separately Priced", "Not to Exceed", "Prior Year", and "Include in Surcharge".
- OCONUS:** Shows "Currency: US Dollars" and a "Currency Rate" text box containing "1.000000".
- Purchase Request Information:** Shows "Purchase Request No.: 06-866-2252" and "Line Item No.: 0001" with a search icon. To the right is a "Project ID:" text box.
- Period of Performance:** Shows "Option Period:" with a dropdown menu containing "Blank" and a search icon. Below it are "Begin Date:" and "End Date:" labels.

At the bottom of the dialog are navigation arrows (up and down) and four buttons: "OK", "Cancel", "Apply", and "Help".

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Modification Line Item Additional Info Tab</b>							
Pricing Options	Method for pricing each line item if not using fixed pricing.	Options: Not Separately Priced Not to Exceed Prior Year Include in Surcharge	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> Only required if using one of the three options. If Not to Exceed is chosen, the following options are displayed and one must be chosen: <ul style="list-style-type: none"> <li>• Quantity</li> <li>• Price</li> <li>• Both</li> </ul> <b>Rules for Admin:</b> None
Currency Rate	Currency conversion rate for a foreign currency against the U.S. dollar at time of award modification.	Defaults to 1.000000	Yes	No	1.00566	Common Usage	<b>Rules for Creating / Changing:</b> US is the only option. <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Project ID	Bureau specific number used to identify special efforts, projects, and plans.	Defaults from award	Yes	No	Varies by bureau	Bureau Specific	<p><b>Rules for Creating / Changing:</b>            NOAA uses for SAM            NIST uses for work order number.            OS uses for COMMITTS financial tracking            Census uses for ITBP</p> <p><b>Rules for Admin:</b>            Only the first 9 of the 30 characters passes to CFS.</p>
Exercise	Checkbox displays if contract has options that can be exercised.	Checkbox	No	CD	Checkbox	Common Usage	<p><b>Rules for Creating / Changing:</b>            If modification is to exercise an option, this box must be checked.            If not checked, the money will not be obligated.            Training issue.</p> <p><b>Rules for Admin:</b>            None</p>
Option Period	A designated period of time beyond the base period. Used for services to designate multi-year needs.	Defaults from award Options: Blank Base Year Option Period	No	No	Drop-Down List	Common Usage	<p><b>Rules for Creating / Changing:</b>            Used for services only.            Base Period - The initial range of final performance.            Option Period - Additional ranges of time after the base period            Used as Option Quantity as well.</p> <p><b>Rules for Admin:</b>            None</p>

CBE BPR and Data Standardization  
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Begin Date	Base period or option start date.	Defaults from Award MM/DD/YYYY	No	CD	02/15/2006	Common Usage	<b>Rules for Creating / Changing:</b> Required if Line Item Option used. Can be changed. <b>Rules for Admin:</b> None
End Date	Base period or option end date.	Defaults from Award MM/DD/YYYY	No	CD	02/14/2008	Common Usage	<b>Rules for Creating / Changing:</b> Required if Line Item Option used. Can be changed. <b>Rules for Admin:</b> None





## Screen Name: Modification Line Item / Receiving Tab

A screenshot of a software dialog box titled "Modification Line Item". The dialog has a blue title bar with a close button (X) on the right. Below the title bar are five tabs: "Detail", "Accounting", "Delivery", "Additional Info", and "Receiving". The "Receiving" tab is selected. Inside the dialog, there is a section titled "Receiving Information" with a light gray background. This section contains three rows of controls: "Receiving Method:" with radio buttons for "Dollar/Based" (selected) and "Quantity/Based"; "RI Matching:" with radio buttons for "2-way" (selected), "3-way", and "4-way"; and "Receiving Office:" followed by an empty text input field. At the bottom of the dialog, there are four buttons: "OK", "Cancel", "Apply", and "Help". To the left of these buttons are two small arrow buttons (up and down).

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Modification Line Item Receiving Tab</b>							
Receiving Method	Method in which invoice will be processed (quantity-based or price)	Options: Dollar Based Quantity Based	No	Yes	Radio Buttons	Common Usage	<b>Rules for Creating / Changing:</b> If you award more than one quantity, then it would be Quantity 1 JB are \$XX would be price. <b>Rules for Admin:</b> None
RI Matching	The number of documents required by vendor in order to be paid.	Options: 2-way 3-way 4-way	No	Yes	Radio Buttons	Common Usage	<b>Rules for Creating / Changing:</b> 2-way - award and invoice. 3-way - award, invoice and R&I 4-way – award, invoice, receipt, and acceptance <b>Rules for Admin:</b> None
Receiving Office	Code for office to where the invoice is to be sent.	Text Field - 8 chars	Yes	Yes	Lookup Table.	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None



## Screen Name: Modification Obligation / Obligation Tab

The screenshot shows a software dialog box titled "Modification Obligation" with a close button (X) in the top right corner. The dialog has three tabs: "Obligation", "Other Totals", and "Surcharge", with "Obligation" currently selected. The main content area is divided into two sections. The first section, "Award & Modification Totals", contains a checked checkbox labeled "Automatically set Modification Obligation Amount to the Modification Amount:". Below this checkbox are four lines of text: "Modification Amount: 0.00", "Modification Obligation Amount: 0.00", "New Award Amount: 0.00", and "New Award Obligation: 0.00". The second section, "FPDS Reporting", contains two checked checkboxes: "Reporting Required" and "Create/Update Report on Close". At the bottom of the dialog, there is a "Contract Officer" field with the value "897" and a magnifying glass icon, followed by the text "SZWED, MICHAEL". At the very bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Modification Obligation Obligation Tab</b>							
Automatically set Modification Obligation Amount to the Modification Amount	Checked box indicates that the total amount of the modification is being obligated or de-obligated.	Checkbox - defaults to checked	No	Yes	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to checked. Uncheck the box if you are partially funding the modification. <b>Rules for Admin:</b> None
Modification Amount	The net amount of funds (in dollars and cents) to be obligated.	Grayed out if above box is checked	Yes	Yes	25000.00	Common Usage	<b>Rules for Creating / Changing:</b> Triggered when "always calculate obligated amount" box is unchecked. All other obligation amount fields are system generated. <b>Rules for Admin:</b> None
Contract Officer	The warranted Contracting Officer signing award modification document.	Defaults from award	No	Yes	Lookup Table.	Bureau Specific	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> Warrant authorizes maintained in user profiles by the Systems Administrator.

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
FPDS Reporting Required	Checked if information is being reported to FPDS-NG system.	Checkbox	No	Yes	Checkbox	Common Usage	<p><b>Rules for Creating / Changing:</b>            Defaults to checked.            FPDS-NG reporting requirements are defined in section 2.1 (pages 2-3) of the FDPS-NG User's Manual, Version 1.0, dated May, 2006.</p> <p><b>Rules for Admin:</b>            None</p>
Create/Update Report on Close	<p>Transfers data to FPDS-NG system on completion of the successful obligation function.</p> <p>When user clicks "OK" CSTARS automatically transfers user to FPDS-NG reporting for inputs by user.</p>	Checkbox	No	No	Checkbox	Common Usage	<p><b>Rules for Creating / Changing:</b>            None            FPDS-NG reporting requirements are defined in section 2.1 (pages 2-3) of the FDPS-NG User's Manual, Version 1.0, dated May, 2006.</p> <p><b>Rules for Admin:</b>            None</p>



## Screen Name: Modification Obligation / Other Totals Tab

The screenshot shows a software dialog box titled "Modification Obligation" with a close button (X) in the top right corner. The dialog has three tabs: "Obligation", "Other Totals" (which is selected), and "Surcharge".

Under the "Other Totals" tab, the following fields are visible:

- Optional Charges/Discounts section:
  - Mod LI Total: 0.00
  - Mod Total: 0.00
  - Award Total: 0.00
- Type of Discount: A dropdown menu with "Amount" selected.
- Discount: A text input field containing "0.00".
- Amount/Percent: 0.00
- Shipping Charges: A text input field containing "0.00".
- Currency: US Dollars
- Rate: 1.000000

At the bottom of the dialog, there are four buttons: "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Modification Obligation Other Totals Tab</b>							
Type of Discount	Indicates the kind of discount offered by vendor	Options: Amount Percent	No	No	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> Make sure the type of discount given in the response is entered. <b>Rules for Admin:</b> Does not pass to CFS.
Discount	The amount or percentage of discount given.	Defaults to 0.00	Yes	No	1.00	Common Usage	<b>Rules for Creating / Changing:</b> Make sure discount given in response is entered. <b>Rules for Admin:</b> Does not pass to CFS.
Shipping Charges	Amount used for shipping	Defaults to 0.00	Yes	No	1200.00	Bureau Specific	<b>Rules for Creating / Changing:</b> Most bureaus add shipping charges as a separate line item <b>Rules for Admin:</b> Does not pass to CFS.



## Screen Name: Modification Obligation / Surcharge Tab

The screenshot shows a software dialog box titled "Modification Obligation" with a close button (X) in the top right corner. It has three tabs: "Obligation", "Other Totals", and "Surcharge", with "Surcharge" being the active tab. The main area is titled "Customer Surcharge Totals" and contains the following fields:

- A checked checkbox labeled "Automatically calculate surcharge".
- A text box for "Surcharge Rate" containing "0.00 %".
- Text labels for "Amount Included in Surcharge: 0.00" and "Surcharge Total: 0.00".
- A text box for "Manual Surcharge Total" containing "0.00".
- A text box for "Revenue Account" with a search icon (magnifying glass) to its right.

At the bottom of the dialog box are four buttons: "OK", "Cancel", "Apply", and "Help".



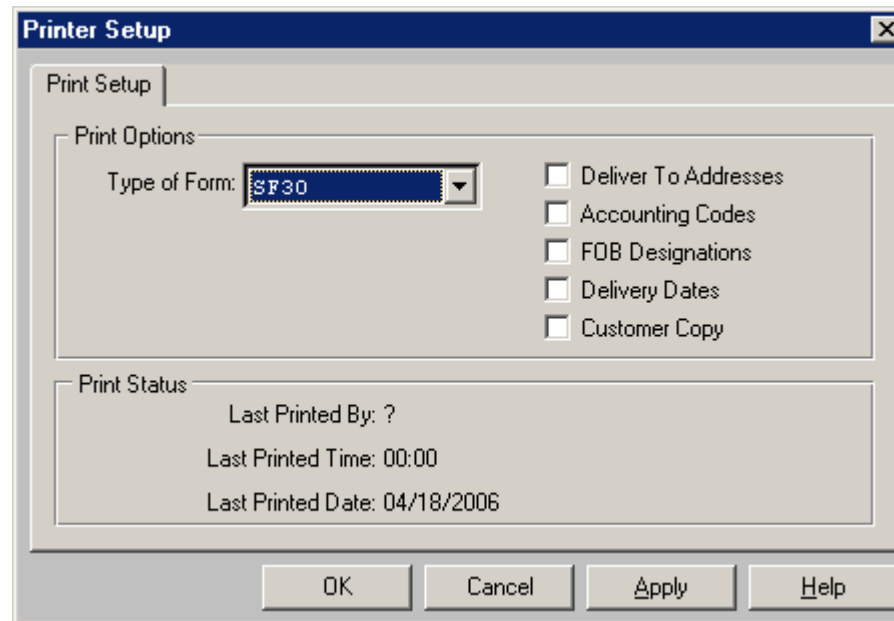
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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Modification Obligation Surcharge Tab</b>							
Automatically calculate surcharge	Percent of surcharge paid to use contracts.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to checked. <b>Rules for Admin:</b> None
Surcharge Rate	Percent of surcharge paid to use contracts.	Defaults to 0.00%	Yes	No	5.00	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Revenue Account	Account code to which surcharge revenue should be credited.	Account Code from Account Table	Yes	No	Lookup Table.	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None



## Screen Name: Printer Setup / Print Setup Tab



The image shows a "Printer Setup" dialog box with a "Print Setup" tab. It contains two main sections: "Print Options" and "Print Status".

**Print Options:**

- Type of Form: SF30 (dropdown menu)
- Deliver To Addresses
- Accounting Codes
- FOB Designations
- Delivery Dates
- Customer Copy

**Print Status:**

- Last Printed By: ?
- Last Printed Time: 00:00
- Last Printed Date: 04/18/2006

Buttons at the bottom: OK, Cancel, Apply, Help.

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Printer Setup Print Setup Tab</b>							
Type of Form	Identifies the form used to produce/print document.	Defaults to SF30. Options: BS008 SF30	No	Yes	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> Select SF30. <b>Rules for Admin:</b> None
Line Item Print Options	Additional information that can be selected to print on the document at the line item level.	Options: Deliver to Addresses Accounting Codes FOB Designations Delivery Dates Customer Copy	No	No	Checkboxes	Common Usage	<b>Rules for Creating / Changing:</b> Prints at line item level. <b>Rules for Admin:</b> None



## Screen Name: Award Document

Award Document - SB1341-06-N-0930

File Tools Options

All Sections All Clauses

Section	Clause Number	Fill In	Clause/Text Title	Matrix ID
	52.247-34	NO	F.O.B. DESTINATION (NOV 1991)	
	52.204-7	NO	CENTRAL CONTRACTOR REGISTRATION (OCT 2003)	
	52.204-8	YES	ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JAN :	
	52.212-3	NO	OFFEROR REPRESENTATIONS AND CERTIFICATIONS--COI	
	52.212-4	NO	CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEM	
	52.212-5	YES	CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPL	
	52.252-2	YES	CLAUSES INCORPORATED BY REFERENCE (FEB 1998)	
	NIST LOCAL_04	NO	BILLING INSTRUCTIONS	

Applicability: Optional Incorporate: Reference

**Copy Solicitation Document**

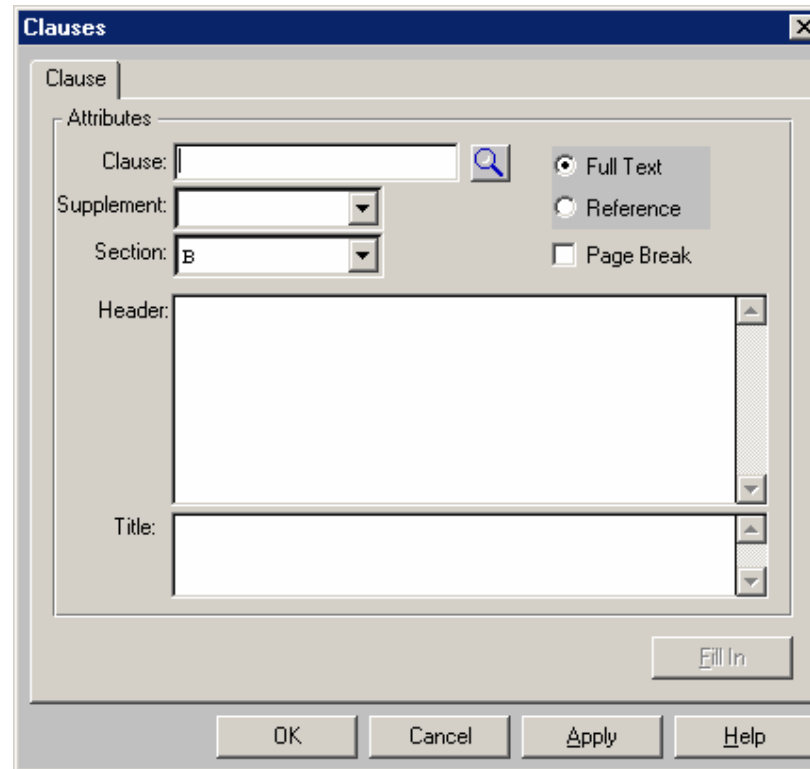
Solicitation: SB1341-06-Q-0466

Copy document from this solicitation:

This screen is used to incorporate clauses into an Award either simultaneously based on the type of award using the FAR Matrix or individually. Clauses can be automatically brought forward from the solicitation using the *Copy Solicitation Document* screen. The clauses in each matrix can be modified based on bureau specific requirements. It also provides the opportunity to incorporate text files into the Award or delete clauses. Contracting personnel must be trained on department and/or bureau-specific clause requirements. If individual clauses are to be incorporated into the Award, the following Clauses Screen will be used.



## Screen Name: Clauses / Clause Tab



The screenshot shows a Windows-style dialog box titled "Clauses". The dialog has a tab labeled "Clause". Under the "Attributes" section, there are several input fields and options:

- Clause:** A text input field with a search icon to its right.
- Supplement:** A dropdown menu.
- Section:** A dropdown menu with the letter "B" selected.
- Full Text:** A radio button that is selected.
- Reference:** A radio button that is unselected.
- Page Break:** A checkbox that is unselected.
- Header:** A large text area with a vertical scrollbar on the right.
- Title:** A text input field with a vertical scrollbar on the right.

At the bottom right of the dialog is an "Fill In" button. At the very bottom are four standard buttons: "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/ CD)	Examples- Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Clauses Clause Tab</b>							
Clause	FAR, CAR, or local clause included in Award.	Clause Number Lookup Table	Yes	No	Lookup Table	Common Usage	<p><b>Rules for Creating / Changing:</b>            This screen is used for adding individual clauses to the modification. FAR, CAR, or Agency Policy. Full text or Referenced dependent on clause selected. Clauses added during the modification process will print on the SF30 and text is incorporated in the Award document and the time of modification execution.</p> <p><b>Rules for Admin:</b>            None</p>
Clause Incorporated By	Clauses included by reference or in full text.	Options: Full Text Reference	No	CD	Radio Button	Common Usage	<p><b>Rules for Creating / Changing:</b>            This field is required if a clause is selected. If you have a fill-in, you should use full text. Refer to FAR Matrix.</p> <p><b>Rules for Admin:</b>            None</p>

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Supplement	Where the clause is located.	Options: FAR CAR Local Lcl Appr	No	Yes	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> Defaults based on the clauses selected. <b>Rules for Admin:</b> None
Section	The Uniform Contract Format (UCF) section where the clause is to be located.	Options: Applicable Sections for the solicitation	No	CD	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> Defaults to Section B. Is required if using UCF and clauses are selected. Grayed out if using other than UCF format. FAR Matrix, CAR, and Bureau policy. <b>Rules for Admin:</b> None
Page Break	Inserts a page break between clauses.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> Used for formatting purposes <b>Rules for Admin:</b> None
Header	Text header for each clause or group of clauses.	Text Field	Yes	No	"The vendor must provide the following documents".	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Title	Title of each header of each clause.	Text Field	Yes	No	Changes Clause	Common Usage	<b>Rules for Creating / Changing:</b> Used only if title information is not included with the clause text. <b>Rules for Admin:</b> None





## Screen Name: Supporting Documentation / Details Tab

A screenshot of a software dialog box titled "Supporting Documentation" with a close button (X) in the top right corner. The dialog has two tabs: "Details" (selected) and "Additional Info". The "Details" tab is divided into three sections: "Document Information", "Additional Description/Comments", and "Document Location".  
1. "Document Information": Contains a "Title:" text box and a "Type:" dropdown menu.  
2. "Additional Description/Comments": A large, empty text area with a vertical scrollbar on the right.  
3. "Document Location": Contains two radio buttons, "Electronic" (selected) and "Hardcopy". Below them is the text "Enter path and filename." followed by a text box containing "P:\OU\ou2\210\". To the right of the text box are three buttons: "Browse", "Launch", and "Templates". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Supporting Documentation

Details Additional Info

Document Information

Title: [ ]

Type: [ ]

Additional Description/Comments

Document Location

Electronic  Hardcopy

Enter path and filename.

P:\OU\ou2\210\

Browse

Launch

Templates

Save file content into database

OK Cancel Help

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Supporting Documentation Details Tab</b>							
Title	Description of support document being attached.	Text Field	Yes	No	Statement of Work, Government Estimate, Sole Source Justification	Common Usage	<b>Rules for Creating / Changing:</b> Free text. Needs to describe the type of document you are attaching. Documents entered here do not automatically print. Documents must be printed separately. Use to enable customers to forward document in requisition. <b>Rules for Admin:</b> None
Type (Not Used)	The associated support document group.	Drop-Down - no options	No	No	Drop-Down List	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Description	A brief summary/explanation of the supporting document.	Text Field	Yes	No	Independent Government Estimate for the System Upgrade	Common Usage	<p><b>Rules for Creating / Changing:</b>            Used when you need to print supporting documentation separately. If you want support documents printed automatically in the proper order with the award, then do it by clause. CSTARS allows you to add text files within the clause section so they will print where needed.</p> <p><b>Rules for Admin:</b>            None</p>
Document Location	The type of media (location) of the supporting document.	Options: Electronic Hardcopy	No	No	Radio Buttons	Common Usage	<p><b>Rules for Creating / Changing:</b>            Used when you need to print supporting documentation separately. If you want support documents printed automatically in the proper order with the award, then do it by clause. CSTARS allows you to add text files within the clause section so they will print where needed.</p> <p><b>Rules for Admin:</b>            None</p>

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Enter Path and Filename	The electronic or physical location of the supporting document file.	Name & Path of File	Yes	No	Free form or browse for file location. C:\Projects\SOW.doc	Common Usage	<p><b>Rules for Creating / Changing:</b> Used when you need to print supporting documentation separately. If you want support documents printed automatically in the proper order with the award, then do it by clause. CSTARS allows you to add text files within the clause section so they will print where needed.</p> <p><b>Rules for Admin:</b> None</p>
Save file content in database	Utility to save the document to a database instead of a referenced drive.	Checkbox	No	No	Checkbox	Common Usage	<p><b>Rules for Creating / Changing:</b> Used when you need to print supporting documentation separately. If you want support documents printed automatically in the proper order with the award, then do it by clause. CSTARS allows you to add text files within the clause section so they will print where needed.</p> <p><b>Rules for Admin:</b> None</p>



## Screen Name: Supporting Documentation / Additional Info Tab

(Not used at this time for Award Modifications)

A screenshot of a software dialog box titled "Supporting Documentation". The dialog has two tabs: "Details" and "Additional Info", with "Additional Info" selected. The "Additional Info" tab contains two sections: "Attachment Information" and "Related Dates".  
**Attachment Information:**  
Attached On: 04/18/2006  
Attached For: SB13410680223/0001  
Attached From: Modification  
There are two checkboxes:  
 Current Version/Copy of the Statement of Work (SOW).  
 For 'Web Publish' with the Solicitation/Amendment.  
**Related Dates:**  
Created On: / /  
Received On: / /  
Effective On: / /  
At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Supporting Documentation Additional Info Tab</b>							
Current Version/Copy of the SOW (Not Used)	A flag to identify the most current version of a support document.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
For 'Web Publish' with the Solicitation/ Amendment (Not Used)	Internal web address to allow internal uploading of documents.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Created On (Not Used)	The date the support document was created.	MM/DD/YYYY	No	No	06/08/2006	Common Usage	<b>Rules for Creating / Changing:</b> Defaults from the Award. <b>Rules for Admin:</b> Does not print.
Received On (Not Used)	The date the support document was received.	MM/DD/YYYY	No	No	06/08/2006	Common Usage	<b>Rules for Creating / Changing:</b> Defaults from the Award. <b>Rules for Admin:</b> Does not print.
Effective On (Not Used)	The date the support document became (or will become) effective.	MM/DD/YYYY	No	No	06/08/2006	Common Usage	<b>Rules for Creating / Changing:</b> Defaults from the Award. <b>Rules for Admin:</b> Does not print.



## Screen Name: Route List / Reviewer Tab

A screenshot of a software dialog box titled "Route List" with a "Reviewer" tab selected. The dialog contains several input fields and options:

- "Reviewer's code:" followed by a text input field and a magnifying glass icon.
- "Reviewer:" followed by a text input field.
- "Title:" followed by a text input field.
- "Order for receiving document:" followed by a text input field containing the value "10".
- "Priority of document being routed:" followed by a text input field containing the value "10".
- Three radio button options: "Approval Required" (selected), "Carbon Copy", and "View Only" (unchecked).

At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: Route List Reviewer Tab</b>							
Reviewer Code	Three-digit agent code pulled from the user setup. This will vary per bureau and be the people that you need/want to review the requisition.	Reviewer Code from User Table	No	Yes	Lookup Table	Bureau Specific	<p><b>Rules for Creating / Changing:</b>            Can be edited along the way and previous reviewers are not required by the system to review again.            Can be routed as view only to prevent editing. User can add himself or herself as the last person on route so that they receive a notification when the requisition has received final approval.            The system will allow preset routing but it is not enforced.</p> <p><b>Rules for Admin:</b>            None</p>
Receiving Order	The sequence in which the selected reviewer/approver will get the requisition.	Numeric Value for Routing (10, 20, 30, etc.)	Yes	Yes	10, 25	Common Usage	<p><b>Rules for Creating / Changing:</b>            The system starts with 10 and increases in increments of 10, but this can be changed to any integer.            Two or more individuals can have the same sequence number.</p> <p><b>Rules for Admin:</b>            None</p>



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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
Priority	Option that moves the approval action message to the tops of the approver's CSTARS inbox.	Numeric Value defaults to 10	Yes	No	10, 25	Common Usage	<b>Rules for Creating / Changing:</b> Training issue. <b>Rules for Admin:</b> None
Type of Approval	Approval Required - Document must be approved before it proceeds on the routing. Carbon Copy - Document will proceed on route regardless approval.	Options: Approval Required Carbon Copy	No	Yes	Radio Buttons	Common Usage	<b>Rules for Creating / Changing:</b> <b>CAUTIONARY NOTE:</b> Approval is not required through the system. However as a business practice, Contracting Officers must approve solicitations prior to issuance. Defaults to "Approval Required". User can change to "Carbon Copy". Carbon Copy still requires an Approve/Disapprove action to remove from inbox. <b>Rules for Admin:</b> None
View Only	Checkbox which allows/prevents reviewers to make changes.	Checkbox	No	No	Checkbox	Common Usage	<b>Rules for Creating / Changing:</b> The default is field is unchecked." View only" allows approval/disapproval, but not document editing. If you select "Carbon Copy", View Only defaults. <b>Rules for Admin:</b> None



## FPDS-NG Screens

### Screen Name: FPDS-NG / FPDS-NG Tab

The screenshot shows the "FPDS-NG" application window. It is divided into two main sections: "FPDS-NG Identification" and "Contract Identification".

**FPDS-NG Identification**  
Key fields to create an FPDS-NG report

Agency ID:

PIID:

Radio button options:  
 (A) Awards  
 (I) Basic IDVs  
 (C) FSS  
 (A) GWAC  
 (D) BOA  
 (E) BPA  
 (B) IDC

Agency ID:  \* - Requires Ref IDV

Ref IDV:

**Contract Identification**

PIIN: SA1301-06-BU-0008      A

DO:

Mod #:

Buttons:

**Note:** When searching for "derived" PIID/IDV's the FPDS-NG site may have the PIIN and DO combination switched

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CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
<b>Screen Name: FPDS-NG FPDS-NG Tab</b>							
Agency ID	A unique code used to identify the procuring agency.	4-digit numeric	No	Yes	1302	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> Defaults from the "FIPS 95 Number" on the CSTARS site configuration screen.
PIID	Procurement Instrument Identifier,	4 Segments: Activity Code = 6 char Fiscal Year = 2 digits Counter Code (Type of Contract) = 2 chars Counter = 4 alphanumeric digits	Yes	Yes	SA130106BU0008	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Contract Type	Classification of contract.	Radio Button (A) Award (I) Basic IDVs	No	Yes	Radio Button	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None

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 3.0 Administer the Contract



CSTARS Screen Field Name	Definition	Data Element Values	Free form (Yes/No)	Req'd (Yes/No/CD)	Examples-Standards	Common / Bureau Specific	Rules for Creating / Changing Data Rules for Admin
IDV Type	Classification of Indefinite Delivery Vehicle	Radio Button (C) FSS (A) GWAC (D) BOA (E) BPA (B) IDC	No	Yes	Radio Button	Common Usage	<b>Rules for Creating / Changing:</b> None <b>Rules for Admin:</b> None
Ref IDV.	The award PIIN for the Indefinite Delivery Vehicle	4 Segments: Activity Code = 6 char Fiscal Year = 2 digits Counter Code (Type of Contract) = 2 chars Counter = 4 alphanumeric digits	Yes	Yes	SA130106BU0008	Common Usage	<b>Rules for Creating / Changing:</b> The user fills in the IDV field after log-in into FPDS-NG. IDV field is not transferred from CSTARS. If you are using a GSA contract, too much information can be transferred automatically to FPDC-NG. If this happens, the end-user must edit the field <b>Rules for Admin:</b> None



## FPDS-NG Data transferred via CSTARS

FPDS-NG DATA	CSTARS DATA	Comment
Award PIID	3 (DOC Characters) + Award PIIN	3-Characters set to transfer automatically.
Referenced IDV ID	Award PIIN	If you are using a GSA contract, too much information can be transferred automatically to FPDC-NG. If this happens, the end-user must edit the field
Mod No.	Modification Number	
Agent ID	From Login profile	
Agency ID	Is defaulted from the "FIPS 95 Number" on the CSTARS site configuration screen.	IDV field is filled in by the user after logging into FPDS-NG. IDV field is not transferred from CSTARS.
Obligation Amount	Obligated Amount	
DUNS No.	Vendor DUNS + 4	Transferred from CCR. For GSA contracts, the contract holder will be identified, not necessarily the vendor.
Effective Date	Award Date, Mod Effective Date	
Date Signed	Signed on Date, (modification) Date Signed.	
Completion Date	Delivery Date	If the modification changes the delivery date, upon "validation" the original award delivery date is changed in CSTARS and transferred to FPDS-NG.
NAICS	NAICS	