Department of Commerce

Commerce Standard Acquisition and Reporting System (CSTARS)

Data Dictionary

Enterprise Standards

Office of the Secretary
Office of Acquisition Management: Financial Assistant

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1.1	5/24/05	Incorporation Bureau comments	gsh

Any recommended changes to this document to include additions, corrections or deletions, should be forwarded to Office of Acquisition Management and Financial Assistance, Commerce Acquisition Systems Division to the attention of the CSTARS Program Manager.

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EXECUTIVE SUMMARY

The data dictionary is designed to support users of the Commerce Standard Acquisition and Reporting System (CSTARS) in their daily work processes.   This document summarizes the key required fields in CSTARS that must be completed using standardized entries. With the implementation of the Obligation and Requisition Standard Interface (ORSI) both the acquisition and financial communities throughout the DOC must speak a common language. The consistent use of standardized entries will improve the ability of supervisors and managers as well as the users themselves to communicate between bureaus; between departments within bureaus; and with our end customers both external and internal to the Department of Commerce.

This document is considered a living document and it is expected to change as we continue to refine and improve the way we do business within the department.

INTRODUCTION

The data elements listed in this document are a specific subset of the fields used within CSTARS and have been designated as key required elements for Commerce Standard Acquisition and Reporting System (CSTARS).   This document is designed to assist users in understanding the use of these critical elements within CSTARS. With the implementation of the web-based requisitioning module, which will be used by more and more of our customers, the standardization of data entry is even more critical for our success as a department.

While there are other required fields within CSTARS, these fields are critical to provide reporting capability to DOC management and beyond and therefore must be used consistently throughout the Common Business Environment (CBE).   This document and listing of fields is likely to change and to grow as we move toward the Department of Commerce implementation of an integrated acquisition environment (IAE).

It is also critical that all CSTARS users understand and support the development and success of the CBE in order to reduce the department's and each bureau's use of standalone business processes and systems. The information initially entered into CSTARS will flow into and support several other existing and emerging Federal and Commerce systems to include:

- FPDS-NG (Federal Procurement Data System – Next Generation) – The FPDS-NG collects, edits, and validates contract-reporting data across the entire Federal Government.
- EARS - Enterprise Acquisition Reporting System - Our department's system to track and analyze our acquisitions.
- COR – Contracting Officer Representative – Our system to track and manage our compliance with the certification process for CORs as directed in the Commerce Acquisition Manual, March 2004. (1301.670)

The creation and maintenance of standard CBE processes will decrease the overall costs to the department and facilitate our ability to communicate effectively between bureaus in a timely manner. With the implementation of the Obligation and Requisition Standard Interface (ORSI) both the acquisition and financial communities throughout the DOC will be able to speak a common language. The overall goal of the ORSI and the CBE is to help us more effectively work as partners with our customers and achieve our goal as "Business Brokers for Program Success."

HOW TO USE THIS DOCUMENT

The following provides a definition of the significant attributes for each data element listed in this document.   Please note that not all attributes apply for all data elements and therefore attributes may be listed as not applicable (N/A).

References to the source system are as specific as possible to indicate what module of CSTARS or the reporting system uses or requires the entry of the data elements.

Where it may be appropriate to initially enter or update one of these fields in more than one module, both modules and the appropriate attribute data will be listed.

Data Element Attribute	Description
Definition:	A brief description of the data element and how it is used.
Field Type:	Defines the type of this data element as Numeric, Alphabetic, Alphanumeric, Date, or Logical (Yes/No)
Format:	How the data is to be entered in this field
Length:	The number of spaces permitted/required for an entry.
Parts:	The number of parts for this data element or N/A if not applicable.
Values:	Sample values that are permitted for this field. (Where Practical or Valuable.) N/A if not applicable

Uniqueness:	To what extent is an entry in this field unique:
	    Absolute
	    Unique throughout the entire database
	    Unique within this table
	    Unique within the document
	    N/A - Not Applicable - Not unique

Document(s):	The type action where this particular data element is found.
App Name/Tab:	Within the Document(s) where is this data element found.
AppScreen Label:	The Label on the field where user input/select the value.
Source System:	The source system(s) for the entry of this data element.
Required:	(All Data Elements in this table are Mandatory for all DOC users)
Bureaus:	The bureaus that use this data element.
Notes:	Clarification on how the data element is used or relates to a procurement action.

COMMON FIELDS

The following data elements are found in more than one of the source systems and/or more than one place in the source systems that are used by DOC procurement staff. The source systems listed are the procurement systems where users will input the data element.

COM01   Unit of Issue (UI)

Definition: The two character code for the unit of measurement of the item being purchased.

Field Type: Alphanumeric

Format: XX (Always enter as UPPER CASE)

Length: 2 (Required)

Parts: N/A

Values: N/A

Uniqueness: N/A

Document(s):   Requisition, Purchase Request, Solicitation, Award, and Modification

App Name/Tab: Admin (Line Item)

AppScreen Label: UI

Source System: c.Suite, c.Buy

Required: Yes

Bureaus: All

Notes: This field is on all line items. The values available (over 100) in c.Buy and c.Suite are from a standard list developed by the government.

COM02   Line Item Number

Definition: The control number that uniquely identifies a line item within a procurement document

Field Type: Alphanumeric

Format: XXXXXX

Length: 6 (Must be at least 4)

Parts: N/A

Values: N/A

Uniqueness: Within a document

Document(s):   Requisition, Purchase Request, Solicitation, Award, and Modification

App Name/Tab: N/A

AppScreen Label: N/A

Source System: c.Suite, c.Buy

Required: Yes

Bureaus: All

Notes: Line item numbers / Contract Line Item Numbers (CLINs) are auto generated sequentially for each new line item. Users may change the default line item number as long as the number remains unique for that given procurement document.   Users may assign a SubCLIN number by adding 1 or 2 additional characters or numbers to the end of the 4 digit CLIN. (e.g. A CLIN of 0450 may be assigned a two-character subCLIN of AA. The resulting value will then appear as 0450AA.)

COM03   Vendor

Definition: An eight-character code assigned within CSTARS to uniquely identify a company as a suggested source, a bidder on a solicitation or in the contract.

Field Type: Alphanumeric

Format:	XXXXXXXX
Length:	8 (Must be 8)
Parts:	N/A
Values:	N/A
Uniqueness:	Within System
Document(s):	Award (Also found on Requisitions, Purchase Requests, Solicitations, and Modifications – See Notes below for further information)
App Name/Tab:	Award, Admin
AppScreen Label:	Vendor ID
Source System:	c.Suite, c.Buy
Required:	Yes
Bureaus:	All
Notes:	The Vendor ID is a CSTARS unique ID and the ID is not synchronized to any system outside of c.Buy/c.Suite. A vendor ID may also be found on the following CSTARS procurement actions:

      Requisition – Identified as a "Suggested Vendor"
      Purchase Request - Identified as a "Suggested Source"
      Solicitation – Identified as a "Bidder" (Normally more than one bidder will be associated with a solicitation.)
      Modification - Identified as a "Contractor"

The uniform ID used to synchronize vendors between CSTARS and the CFS is the vendors DUNS (DUNS +4) number. The DUNS number, rather than the CSTARS Vendor ID, should also be used to uniquely identify a vendor from one bureau to another.

COM04 User Code

Definition:	A three-character user identification code uniquely identifying a user of the system. More often referred to as the "User ID."
Field Type:	Alphanumeric

Format:	XXX
Length:	3 (Required)
Parts:	N/A
Values:	N/A
Uniqueness:	Within System
Document(s):	Requisition, Purchase Request, Solicitation, Award, Modification, Project,
App Name/Tab:	User Info
AppScreen Label:	Code
Source System:	c.Suite, c.Buy
Required:	Yes
Bureaus:	All
Notes:	All users of c.Buy and c.Suite have a user code (UserID). This code is also the default value for the users Login ID (See COM06) unless changed by the user or the system administrator (S/A) The UserID is also used/entered in several locations to identify the CSTARS user acting in a specific role in relation to a procurement document. (e.g. As the Contracting Officer for an award)

COM05   User Name

Definition:	The name of the user associated with the User Code
Field Type:	Alphanumeric
Format:	x(30)
Length:	30
Parts:	N/A
Values:	N/A

Uniqueness: N/A

Document(s):   N/A

App Name/Tab: User Info

AppScreen Label: Name

Source System: c.Suite, c.Buy

Required: Yes

Bureaus: All

Notes: User Names must follow a uniform format of first name, middle Initial
                   (Optional), last name, all caps. (e.g. BETH E. FREEMAN) A
                   uniform format is required to insure that all printed documents and
                   reports will provide a professional appearance. Note that normally
                   when data is exported for reports user names are sent exactly as
                   entered to management or to reporting tools such as the Enterprise
                   Acquisition Reporting System (EARS).
                   When users are inactive or no longer working with the department the
                   names will be changed to lower case to denote the status change. In
                   c.suite users may also be set to an inactive status to reflect this
                   condition.

COM06   Login ID

Definition: This is the first field displayed when logging into CSTARS. The
                   default value for a new user is the User Code / User ID. (See Notes
                   Below)

Field Type: Alphanumeric

Format: X(20)

Length: 20

Parts: N/A

Values: See Notes below

Uniqueness: Within System

Document(s):	Login Screen
App Name/Tab:	N/A
AppScreen Label:	LoginID
Source System:	c.Suite, c.Buy
Required:	Yes
Bureaus:	All
Notes:	The default LoginID value for all users is the User Code / UserID. Optionally users may choose to have their Citrix™ or Network Login ID entered in this field to eliminate tracking numerous login IDs for frequently used systems.

COM07　　　User Level

Definition:	The warrant level of the user who is a Contract Officer
Field Type:	Alpha
Format:	9999
Length:	4
Parts:	N/A
Values:	PCW, Lvl I, Lvl II, Lvl III or blank if not warranted
Uniqueness:	N/A
Document(s):	User Profile
App Name/Tab:	Warrant
AppScreen Label:	Level
Source System:	c.Buy
Required:	Yes

Bureaus: All

Notes: This is the warrant level code assigned to the user. The code and warrant level for each warrant level is setup in CSTARS by the System Administrator based on DOC standards. The different dollar thresholds associated with Contracting Warrants recorded in CSTARS should be as follows:

       Purchase Card Warrant Up to $25,000.00
       Lvl I   " " $100,000.00
       Lvl II   " " $5,000,000.00 Lvl III
        " " $999,999,999,999.99 (CSTARS System Limit)

COM08   Contract Officer

Definition: The Three character User ID code of the Contracting Officer of the award

Field Type: Alphanumeric

Format: XXX

Length: 3 (Required)

Parts: N/A

Values: N/A

Uniqueness: Within System

Document(s): Award, Modification

App Name/Tab: Admin

AppScreen Label: Contract Officer

Source System: c.Buy

Required: Yes

Bureaus: All

Notes: This is the UserID (See COM04) of the person identified as the
                          Contracting Officer for the Award or Modification.

COM09   Delivery Date

Definition: The date entered by the customer or contracti specialist to indicate the
                          date the product or services are due.

Field Type: Date

Format: mm/dd/yyyy

Length: 8

Parts: mm = Month dd = Day yyyy=Year

Values: N/A

Uniqueness: N/A

Document(s):   Requisition, Purchase Request, Solicitation, Award, Modification,
                          Project (Appears in both the Administration and Line item sections of
                          documents.)

App Name/Tab: Properties

AppScreen Label: Delivery Date

Source System: c.Suite, c.Buy

Required: Yes

Bureaus: All

Notes: A delivery date must be supplied at the administrative level of a
                          document and for each line item on the document. This value may be
                          entered in the administrative section of a document before line items
                          are added. When a delivery date is entered in the documents
                          administration section before line items are added to the document the
                          delivery date will auto populate the delivery date fields on each new
                          line item. Alternatively, this value can be entered individually for
                          each line item or changed, as needed, from the default value for any or
                          all line items.

COM10   Unit Cost

Definition: The cost of product or service per unit of issue

Field Type: Numeric

Format: ….99.9999

Length: 18

Parts: N/A

Values: N/A

Uniqueness: N/A

Document(s):   All Line Items Documents

App Name/Tab: N/A

AppScreen Label: Cost

Source System: c.Suite, c.Buy

Required: Yes

Bureaus: All

Notes: Always enter as a positive value or zero. For NSP or Zero dollar line items this field should be left blank (0.00).

COM11   Quantity

Definition: The number of products or services required for this line item.

Field Type: Numeric

Format: ..999.99

Length: 11

Parts: N/A

Values: N/A

Uniqueness: N/A

Document(s):   Line Items

App Name/Tab: Detail (All Line Items)

AppScreen Label: Quantity

Source System: c.Suite, c.Buy

Required: Yes

Bureaus: All

Notes: This field should be entered as a positive value. For items received on
                   a dollar basis the quantity must always be set at 1.00.

COM12   Phone Number

Definition: A users telephone number as it should appear on any procurement
                   document such as a form OF347 or as customer phone number for call
                   back by a contracting specialist.

Field Type: Alphanumeric

Format: x(20)

Length: 20

Parts: N/A

Values: N/A

Uniqueness: N/A

Document(s):   User Profile

App Name/Tab: User Info

AppScreen Label: Phone Number

Source System:	c.Suite, c.Buy
Required:	Yes
Bureaus:	All
Notes:	US phone numbers will follow the convention of - area code, a space, followed by the 7 digit number with a dash between the prefix and 4 digit number. Extensions should always be abbreviated with a lowercase "x". (e.g. 202 482-0000 x 9999)

Examples:

   US

        (202) 482-5555 (acceptable)
        202-482-5555   (preferred)
        202-482-1111 x 25900

   Overseas

        011-49-611-723469
        44-0-1638-523112
        011-81-611-734-1244

Overseas numbers should be entered with dashes to separate portions of the phone number. This information is used in various locations within CSTARS as well as on forms where a users name appears. (e.g. The Contracting Officers phone number is printed in block 23 of an OF347 form in the sub-section next to the right of their name.)
The goal is ease of use and consistency in appearance.

COM13   E-mail Address

Definition:	The complete e-mail address of the user.
Field Type:	Alphanumeric
Format:	x(40)
Length:	40
Parts:	N/A
Values:	N/A
Uniqueness:	N/A
Document(s):	User Profile

App Name/Tab: User Info

AppScreen Label: E-Mail Address

Source System: c.Suite, c.Buy

Required: Yes

Bureaus: All

Notes: Always enter the full email address including the "@doc.gov"
                   portion. The user email address is used for sending and receiving
                   email notifications about procurement actions within CSTARS.
                   If no entry exists in a user's profile they will not be able to use the
                   CSTARS option for automatic notification on procurement
                   transactions such as rejected interface transactions, or contract
                   expiration pre-notification actions.

COM14   DUNS Number

Definition: The nine character Dun and Bradstreet identification code of a vendor.

Field Type: Numeric

Format: 9 (Required)

Length: 9

Parts: N/A

Values: N/A

Uniqueness: Absolute

Document(s):   Vendor

App Name/Tab: Identification

AppScreen Label: Duns No

Source System: c.Suite, c.Buy

Required: Yes

Bureaus: All

Notes: The DUNS number is the now the universal identifier for all companies doing business in the US. All vendors registered with CCR must have a DUNS number. "The use of DUNS+4 numbers to identify vendors is limited to identifying different CCR records for the same vendor at the same physical location. For example a vendor could have two records for themselves at the same physical location to identify two separate bank accounts." (From CCR Web site).
While foreign vendors are not required to have a DUNS number, many have registered to facilitate today's contracting systems.

COM15 COR/COTR

       (Contracting Officer's Representative)
       (Contracting Officer's Technical Representative)

Definition: On a user's record in CSTARS this checkbox marked if the user has the authority to be a Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR).

Field Type: Checkbox

Format: X

Length: 1

Parts: N/A

Values: N/A

Uniqueness: N/A

Document(s): User Profile

App Name/Tab: Auth

AppScreen Label: COR/COTR

Source System: c.Buy

Required: Yes

Bureaus: All

Notes: When the COR/COTR field has been marked in the user profile the
               following additional fields must also be completed on the User Profile
               Cert tab:
               Certification Status (Probationary or Certified)
               Begin Date (Date current certification began)
               End Date (Date certification expires – 1 year from Begin date)

               In accordance with the Commerce Acquisition Manual, March 2004,
               (1301.670) all individuals identified as a COR must be certified. New
               and current CORs have until December 31, 2005 to meet the training
               requirements. After December 31, 2005 all CORs shall meet the
               requirements outlined in the Commerce Acquisition Manual prior to
               appointment unless granted a waiver or exception.

COM16   Accounting Classification Code String

Definition: The complete set of accounting information for a funded line. Any
                entry must have all segments required by CFS.

Field Type: Alphanumeric

Format:

Segment	Length	Type
Bureau	2	Numeric
Fiscal Year (FY)	2	Numeric
Fund	2	Numeric
Program	9	Numeric
Project	7	Alphanumeric
Task	3	Alphanumeric
Object Class	8	Numeric
Organization	16	Alphanumeric
User Defined	6	Numeric

Length: 55

Parts: N/A

Values: N/A

Uniqueness: N/A

Document(s):	Requisition, Purchase Request, Solicitation, Award, and Modification
App Name/Tab:	Accounting
AppScreen Label:	Accounting Classification Code String
Source System:	c.Suite, c.Buy
Required:	Yes
Bureaus:	All
Notes:	In c.Buy and c.Suite this is also referred to as the Accounting code. CSTARS does not perform a validation on the combinations of account code segments users may enter or select from CSTARS account tables. Users are responsible for selecting valid combinations of codes for a given line item or procurement action. In the event that an incorrect combination of ACCS code segments is chosen and sent to CFS, the financial transaction will be rejected with a message indicating that there is an error in the string for that line item.

COM17   Federal Supply Code (FSC)
Product Service Code (PSC)

Definition:	This is the four-character classification code used to categorize services or supplies used by the federal government.
Field Type:	Alphanumeric
Format:	N/A
Length:	4 (Required)
Parts:	N/A
Values:	N/A
Uniqueness:	N/A
Document(s):	Requisition, Purchase Request, Solicitation, Award, Modification Project,
App Name/Tab:	Requisition & Purchase Request – Admin Solicitation, Award, Modification – Line Item, Detail

AppScreen Label: Requisition: FSC code
Purchase Request, Solicitation, Award, & Modification - FSC

Source System: c.Suite, c.Buy

Required: Yes

Bureaus: All

Notes: Abbreviated in c.Buy c.Suite as FSC. If entered in the Requisition or Purchase Request administration section, the value entered there will default to all line items created after the code is entered. This value can be entered individually for each line item or changed, as needed, from the default value for any or all line items

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COM 18   Contract Office

Definition: The 6 character code for the contracting office of record for a procurement action.

Field Type: Alphanumeric

Format: N/A

Length: 6

Parts: N/A

Values: N/A

Uniqueness: Within System

Document(s):   User Profile

App Name/Tab: Addr

AppScreen Label: Contract Office

Source System: c.Suite, c.Buy

Required: Yes

Bureaus: All

Notes: This is the address code for the contracting office mailing address as
                 stored in CSTARS. Each CSTARS site has a default address code
                 selected for the use as the default Contract Office address.
                 Additionally other default addresses entries my be identified as the
                 default Contract Office code for a CSTARS "Office" or for a CSTARS
                 user. The default address code for a procurement action will be
                 populated based on the following order of precedence:
                    1) User (If entered)
                    2) 2) Office (If entered) or
                    3) 3) Site.

REQUISITIONS

These data elements are first entered on a customers requisition document. In most cases
the data rolls forward to the subsequent procurement documents to include purchase
request, solicitation (if used) award, or modification.

REQ01   Requisition Number

Definition: Control number that uniquely identifies a Requisition document

Field Type: Alphanumeric

Format: Alphanumeric

Length: 14

Parts: (1)   (2)   (3)
                 XXXXXXXX-X-XXXXX
                 (1) Bureau Code/Sub-Bureau Code & Organization Code Identifier –
                 Positions 1 and two identify the Bureau/Sub-Bureau and positions
                 three through 8 Identify the Organization Code of the Bureau issuing
                 the document.
                 (2) Year - 1 digit Year for 2005 the value would be "5"
                 (3) Counter – 5 digit Incremental Counter beginning at 00001 and
                 incrementing by 1

Values: Bureau/Sub-Bureau code values
                 AA Office of the Secretary

BA Bureau of Economic Analysis
BC Bureau of the Census
BE Minority Business Development Agency
EA Economic Affairs
ED Economic Development Agency
EX Bureau of Export Administration
GG Office of the Inspector General
NA National Oceanic and Atmospheric Administration
NB National Institute of Standards and Technology
NC NOAA National Ocean Survey
NE NOAA National Environmental Satellite and Data
NF NOAA National Marine Fisheries
NR NOAA Oceanic and Atmospheric Research
NS National Technical Information Service
NT National Telecommunications and Information Administration
NW NOAA National Weather Service
PT Patent and Trademark Office
TA International Trade Administration
TK Technology Administration
TS U.S. Travel and Tourism Administration

Uniqueness: Complete throughout DOC

Document(s):   Requisition

App Name/Tab: Dropdown

AppScreen Label: Requisition Number

Source System: c.Suite

Required: Yes

Bureaus: All

Notes: The format here adheres to the DOC policy in the Commerce
                     Acquisition Manual, Part 4 - Administrative Matters, Chapter 8 -
                     Uniform Requisition Numbering, October 1990.

REQ02   Requisition Name

Definition: Enter descriptive title up to 30 characters

Field Type:	Alphanumeric
Format:	N/A
Length:	30
Parts:	N/A
Values:	N/A
Uniqueness:	N/A
Document(s):	Requisition
App Name/Tab:	Administration
AppScreen Label:	Requisition Name
Source System:	c.Suite
Required:	Yes
Bureaus:	All
Notes:	This field is available only on c.Suite, it does not roll forward to subsequent procurement documents. When a user creates a new requisition they must enter a name for the requisition at that time. They may also enter a number for the requisition at that time. If a user has only entered requisition number at the time they save a requisition, the requisition number will auto-populate the requisition name field. The requisition name need not be unique; however, the requisition number will always be a unique number.

REQ03   Suggested Vendor

Definition:	The eight-character code assigned within CSTARS to uniquely identify a company as a suggested source, a bidder on a solicitation or in the contract. When a valid code is entered here, the vendor name associated with the code will display below the code as the Suggested Vendor Name.
Field Type:	Alphanumeric
Format:	XXXXXXXX

Length:　　　　8 (Must be 8)

Parts:　　　　　N/A

Values:　　　　N/A

Uniqueness:　　Within System

Document(s):　Requisition,

App Name/Tab:　Requisition – Admin Section

AppScreen Label: Suggested Vendor

Source System:　c.Suite, c.Buy

Required:　　　Yes

Bureaus:　　　All

Notes:　　　　The Vendor ID is a CSTARS unique ID and the ID is not
synchronized to any system outside of c.Buy/c.Suite.   Once a
requisition is submitted to the acquisition office, the resulting purchase
request will identify this same information as the "Suggested Source."
(See also PR04)

PURCHASE REQUESTS

The purchase request (PR) normally represents a funded and approved customer
requisition that has been submitted to the acquisition office. There are also instances
where the acquisition office will initiate a PR for the purpose of an internal acquisition
action or contract modification. The fields listed here are fields that are initially or
uniquely created on or for a PR.

PR01　　　　　Purchase Request Number

Definition:　　The control number that uniquely identifies a PR document

Field Type:　　Alphanumeric

Format:　　　　Alphanumeric

Length:　　　　14

Parts:

      (1)   (2)   (3)

XXXXXXXX-X-XXXXX

(1) Bureau Code/Sub-Bureau Code & Organization Code Identifier – Positions 1 and two identify the Bureau/Sub-Bureau and positions three through 8 Identify the Organization Code of the Bureau issuing the document.

(2) Year - 1 digit Year for 2005 the value would be "5"

(3) Counter – 5 digit Incremental Counter beginning at 00001 and incrementing by 1

Values: See DOC Bureau Code List

Uniqueness: Complete throughout DOC

Document(s):   Purchase Request

App Name/Tab: Dropdown

AppScreen Label: Purchase Request Number

Source System: c.Buy

Required: Yes

Bureaus: All

Notes: All purchase requests that are generated by the submission of a customer requisition, must use the same number as the source requisition. Purchase requests initiated by the acquisition office without a either a hardcopy or electronic source requisition will still adhere to the Commerce requisition numbering process; however a block of counter numbers and or the bureau code will be used to prevent any possibility of a conflict between requisition and purchase request numbers.

PR02   Request Date

Definition: The Control Date the Purchase Request was issued / received from the customer.

Field Type: Date

Format: mm/dd/yyyy

Length: 8

Parts: mm = Month dd = Day yyyy=Year

Values: N/A

Uniqueness: N/A

Document(s): Purchase Request

App Name/Tab: Purchase Request Line Item/Detail

AppScreen Label: Request Date

Source System: c.Suite

Required: Yes

Bureaus: All

Notes: The value here defaults to the date the Purchase Request is created; however, the user may change this.

PR03   Requesting Office

Definition: The six character code for the office requesting the procurement action

Field Type: Alphanumeric

Format: N/A

Length: 6

Parts: N/A

Values: N/A

Uniqueness: N/A

Document(s): Purchase Request

App Name/Tab: Admin

AppScreen Label: Requesting Office

Source System: c.Suite, c.Buy

Required: Yes

Bureaus: All

Notes: This field must always be completed before the action may be sent for approval.

SOLICITATIONS

SOL01   Issue Date

Definition: The date when the solicitation is made available to vendors for evaluation.

Field Type: Date

Format: mm/dd/yyyy

Length: 8

Parts: mm = Month dd = Day yyyy=Year

Values: N/A

Uniqueness: N/A

Document(s): Requisition, Purchase Request, Solicitation, Award, and Mod

App Name/Tab: Admin

AppScreen Label: Issue Date

Source System: c.Buy

Required: Yes

Bureaus: All

Notes: The issue date defaults to the date the Solicitation is initially created. This value should be changed to the actual date the solicitation is to be

issued to vendors. If the issue date in this field has been passed, c.Buy
will not permit changes to the solicitation until the issue date is has
been changed.

AWARDS

AWD01   PIIN

Definition: The Procurement Instrument Identification Number (PIIN) is a control
                       number that uniquely identifies an Award document

Field Type: Alphanumeric

Format: XXXXXX-XX-XX-XXXX

Length: 14

Parts: (1) (2)   (3) (4)   (5)
                       XXXXXX-XX-XX-XXXX
                       (1) Contract Office Code - 2 digits
                       (2) Line Office code - 4 digits
                       (3) Fiscal Year - 2 digits
                       (4) Type of Contract - 2 digits
                       (5) Counter - 4 digits

Values: N/A

Uniqueness: Agency/Government wide

Document(s):   Award

App Name/Tab: N/A

AppScreen Label: PIIN

Source System: c.Buy

Required: Yes

Bureaus: All

Notes: By default a PIIN number must be assigned before an award can be
                       created in c.Buy.

AWD02   Award Date

Definition: The date that refers to the day the award is in force or is effective.

Field Type: Date

Format: mm/dd/yyyy

Length: 8

Parts: mm = Month dd = Day yyyy=Year

Values: N/A

Uniqueness: N/A

Document(s):   Award

App Name/Tab: Admin

AppScreen Label: Award Date

Source System: c.Buy

Required: Yes

Bureaus: All

Notes: The award date defaults to the date the award action in initially started. This date should always be adjusted to the actual award date before the document is sent out for approval or signed.

AWD03   NAICS

Definition: Enter the North American Industry Classification System code or select from the lookup table

Field Type: Numeric

Format: XXXXXX

Length: 6

Parts:	N/A
Values:	N/A
Uniqueness:	N/A (Limited to Aproved Codes)
Document(s):	Award
App Name/Tab:	Properties
AppScreen Label:	NAICS
Source System:	c.Buy
Required:	Yes
Bureaus:	All
Notes:	The NAICS code replaced the older standard industrial classification (SIC) codes. The older SIC codes (4 digits) are still in the c.Buy database to support older contracts but may not be used with any new award actions. The system agreed upon by the U.S., Canada, and Mexico as the index for statistical reporting of all economic activities of the U.S., Canada, and Mexico.

AWD04   Obligated Amount

Definition:	Enter amount of funds to be obligated
Field Type:	Number
Format:	…9.99
Length:	18
Parts:	N/A
Values:	N/A
Uniqueness:	N/A
Document(s):	Award, Modification

App Name/Tab: Obligation

AppScreen Label: Obligated Amount

Source System: c.Buy

Required: Yes

Bureaus: All

Notes: This field is auto calculated based on the line item values or the new values (The increase or decrease total) for a modification. While users may change the obligation amount on the CSTARS obligation display, the amount sent to the financial system (CFS) will always be based on the full obligation amount based on the funded line items on an award.

AWD05   Signed on Date

Definition: Enter the issue or effective date of the award

Field Type: Date

Format: mm/dd/yyyy

Length: 8

Parts: mm = Month dd = Day yyyy=Year

Values: N/A

Uniqueness: N/A

Document(s):   Award

App Name/Tab: Admin

AppScreen Label: Signed On

Source System: c.Buy

Required: Yes

Bureaus: All

Notes: This field must reflect the actual date the Contracting Officer signs the award document.

AWD06   Issued by

Definition: The six character code for the Originating Office.

Field Type: Alphanumeric

Format: N/A

Length: 6

Parts: N/A

Values: N/A

Uniqueness: N/A

Document(s):   Award

App Name/Tab: Addresses

AppScreen Label: Issued By

Source System: c.Buy

Required: Yes

Bureaus: All

Notes: This is the address code for the office issuing the award or modification document. This value will auto populate from the user, office or site default entry.

AWD07   Administered By

Definition: Enter Office code of office responsible for the administration of this contract

Field Type: Alphanumeric

Format:	X
Length:	6
Parts:	N/A
Values:	N/A
Uniqueness:	Within Table
Document(s):	Award
App Name/Tab:	Award Administration
AppScreen Label:	Administered By
Source System:	c.Buy
Required:	Yes
Bureaus:	All
Notes:	The address code for the office responsible for contract administration. This value will auto populate from the user, office or site default entry.

AWD08   Award Form

Definition:	Select the template form on which this contract is to be used
Field Type:	Dropdown Table
Format:	N/A
Length:	10
Parts:	N/A
Values:	N/A
Uniqueness:	N/A
Document(s):	Award
App Name/Tab:	Admin

AppScreen Label: Award Form

Source System: c.Buy

Required: Yes

Bureaus: All

Notes: An award form must be selected before an award document may be printed.

MODIFICATIONS

MOD01   Modification Number

Definition: Enter unique code identifying the modification for this award

Field Type: Alphanumeric

Format: X(6)

Length: 6 (For the DOC ORSI Interface field is limited to a length of 4)

Parts: N/A

Values: N/A

Uniqueness: Within Award

Document(s):   Modification Admin

App Name/Tab: Award

AppScreen Label: Mod No

Source System: c.Buy

Required: Yes

Bureaus: All

Notes: By c.Buy (and C.Suite) system default a new modification number must be assigned before a modification can be created. With the implementation of the ORSI environment all modification numbers must not be longer than 3 alphanumeric characters.

ACRONYMS

ACCS Accounting Classification Code String
AWD Award
c.Buy Comprizon.Buy
(The Purchasing and Contracting Module of CSTARS)
c.Suite Comprizon Suite
(The Requisitioning Module of CSTARS implemented with the Financial Interface)
CAMS Commerce Administrative Management System
CBE Commerce Business Environment
CFS Core Financial System
CLIN Contract Line Item Number
COR Contracting Officer's Representative
COTR Contracting Officer's Technical Representative
CSTARS Commerce Standard Acquisition and Reporting System
DUNS Data Universal Numbering System (Also D-U-N-S)
EARS Enterprise Acquisition Reporting System
EDI Electronic Data Interchange
EIM External Interface Manager
EPA Environmental Protection Agency
FAR Federal Acquisition Regulations
FPDS Federal Procurement Data System
FPDS-NG Federal Procurement Data System - Next Generation
FSC Federal Supply Code
GL General Ledger
ID Identification (e.g. User ID)
NAICS North American Industry Classification System
(Replaced the Standard Industry Classification codes (SIC))
NSP Not Separately Priced
ORSI Obligation and Requisition Standard Interface
PIID Procurement Instrument Identifier
PIIN Procurement Instrument Identification Number
PR Purchase Request
(A Funded Customer Requisition (CD-435) received by the acquisition office)
PSC Product Service Code
RDBMS Relational Data Base Management System
REQ Customer Requisition (CSTARS version of the CD-435 in the customers office)
SAF Subject to the Availability of Funding