

PPD ALERT



NOTICE: This ALERT is EXTREMELY important for all personnel to read. This ALERT impacts ALL Purchase Orders and Contracts.

Document Numbering Requirements for FPDS-Next Generation and the Integrated Acquisition System (IAS)

BACKGROUND

In fiscal year 2004, USDA will implement a new numbering system in order to be compliant with the requirements of the Federal Procurement Data System – Next Generation (FPDS-NG) and the Integrated Acquisition System (IAS). FPDS-NG will use one numbering system *for reporting purposes only* while IAS will use an entirely different numbering system when it is implemented. Both systems will be compliant with the Foundation Financial Information System (FFIS). However, until all contracts and purchase orders issued under the existing numbering system have expired or until IAS has been fully implemented, it is anticipated that USDA will utilize two numbering systems.

AGAR ADVISORY NO. 57 establishes the new document numbering system for reporting contractual documents into FPDS-NG prior to the implementation of IAS. The current method of using document numbers will be supplemented for reporting to FPDS-NG. The Advisory also provides for a new numbering system that will be implemented once IAS is being used in the Agency. Since ARS has not implemented IAS at this time, your attention is directed to “Specific Guidance,” Items 1 and 2. All changes are effective October 1, 2003.

SPECIFIC GUIDANCE

1. **Current Document Numbering System:** The current numbering system will remain in effect for contracts and purchase/delivery orders until they expire. *Special supplemental reporting requirements will apply when reporting contract actions into FPDS-NG. (See number 2 below.)*

The format will remain as follows:

| | | |
|----------------------------------|---|-------------------|
| Transaction code | - | 2 characters |
| Contracting/Ordering Office Code | - | 4 characters |
| Fiscal Year | - | 1 character |
| Sequential Control Number | - | 1 to 5 characters |

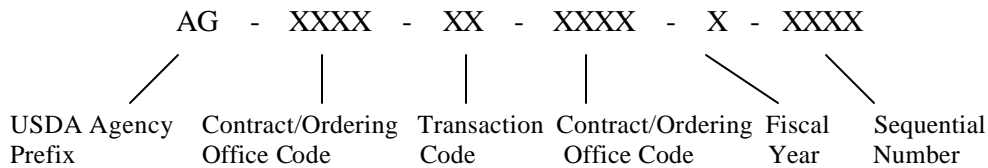
XX - XXXX - X - XXXX (Example: 43-3142-3-0005)

Transaction Contracting/Ordering Fiscal Sequential
Office Code Year Control Number

2. **Interim Document Numbering System for FPDS-NG Reporting Only:** (Effective October 1, 2003, for existing and new contracts – before implementation of IAS)

The following numbering procedure is for procurement offices not currently using IAS. Please note: As provided in separate correspondence, ALL purchase orders and contracts will now use FPDS-NG. The SF 279 and SF 281 systems have been combined in this new reporting tool.

Continue using the existing document numbering system to create contracts, purchase orders, and delivery orders. When reporting transactions into **FPDS-NG**, preface the document number (*procurement instrument identification number*) with **AG** (to designate USDA) followed by the **contract/ordering office code**, (*the same as the contracting/ordering office code in the existing document number*) then continue with the document identification number. Together, this identifies the office in USDA where the report originated.



Example: AG-3142-43-3142-3-0005 (This document number is **for FPDS-NG reporting purposes only.**)

There will be no change in the document numbering in FFIS, PRCH, or on the actual procurement document (contract, purchase order, delivery order, etc.). The change will only affect the reporting into FPDS-NG. For example, if the procurement document number is 43-3142-4-0005 in FFIS and/or PRCH, for the purpose of FPDS-NG reporting, the procurement instrument number (document number) would be input into FPDS-NG as: AG-3142-43-3142-4-0005.

Note: FFIS and PRCH cannot support a change to the new numbering scheme because of field length limitations in FFIS and PRCH. FPDS-NG requires a numbering scheme beginning with a Federal agency prefix (in this case USDA is represented by the prefix AG), followed by a contracting office designator (contracting/ordering office code).

3. **New Document Numbering System (Contracts, Purchase/Delivery Orders, FPDS-NG and IAS):**

Once IAS has been implemented, the new USDA document numbering system below will be established for contracts and purchase/delivery orders. Implementation of this new document numbering system will take place on the same date as the IAS implementation. The new USDA document numbering system will contain 13 characters that will be accommodated by IAS.

| | | |
|----------------------------------|---|--------------|
| AG (the USDA Agency Prefix) | - | 2 characters |
| Contracting/ordering office code | - | 4 characters |
| Procurement instrument type | - | 1 character |
| Fiscal year | - | 2 characters |
| Sequential number | - | 4 characters |

AG - XXXX - X - XX - XXXX

| | | | | |
|--------------------|-------------------------------|-----------------------------|-------------|-------------------|
| USDA Agency Prefix | Contract/Ordering Office Code | Procurement Instrument Type | Fiscal Year | Sequential Number |
|--------------------|-------------------------------|-----------------------------|-------------|-------------------|

Example: AG-3142-C-03-0005

The “Procurement Instrument Types” in IAS are as follows:

| TYPE | CODE |
|----------------------------|------|
| Solicitation | S |
| Purchase Order | P |
| Contract (also BOA and BA) | C |
| Delivery/Task Order | D |
| BPA Setup | B |
| BPA Calls | K |

IAS will number modifications sequentially. An example of a number modification using the above document number would be: AG-3142-C-03-0005-001. More specific information regarding the automatic numbering of documents, requisitions, and receipts by IAS will be disseminated by the Office of Procurement and Property Management, IAS Program Management Office.

Changes in FFIS. Since FFIS is limited to a field length of 11 characters, the document number in FFIS will not include the Agency prefix “AG.”

Changes in FPDS-NG Reporting. The new numbering system complies with the requirements of FPDS-NG. No additions or changes to the document number will be required for reporting purposes.