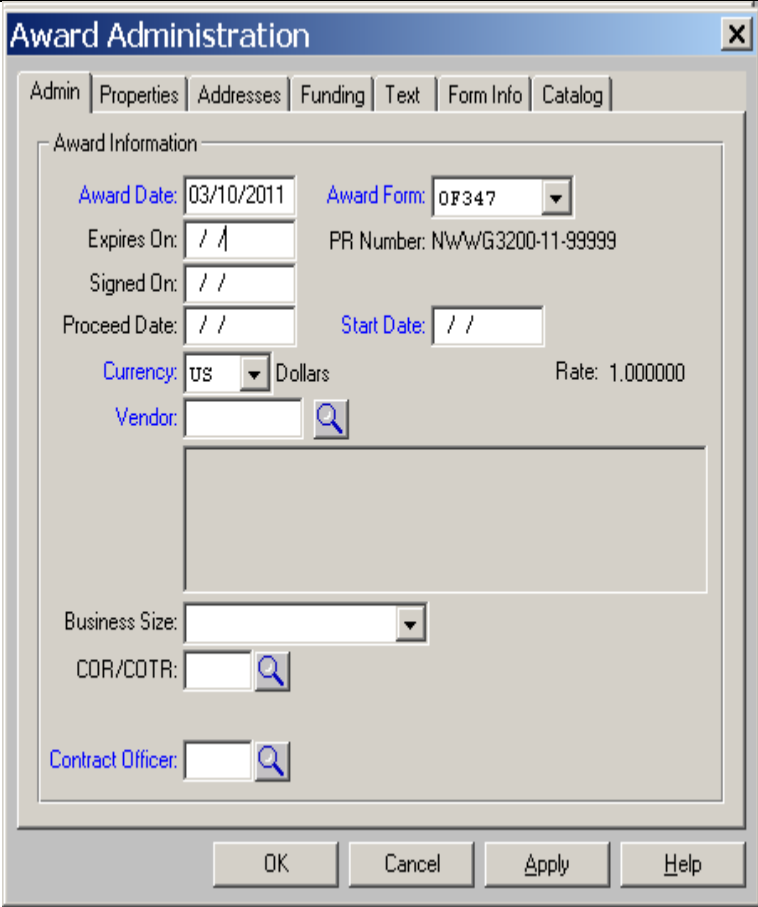


## C.Buy Production Alert – Date Fields

The [date fields](#) on an award are **critical** data elements on any procurement action. Ensuring that your date fields are correct at time of obligation is necessary for accurate reporting and contractually significant.

There are critical management data reports which are generated from the data entered in the C.Buy System. Failure to enter correct date field data in C.Buy can affect these reports and lead to incorrect assumptions about our work.

The following Screen clips will provide a guide to the most critical of these date fields.

<p><b>Award Administration Admin Tab</b></p> <p>The <b>Award Date</b> always defaults to the day's date you create the award document.</p> <p>Prior to obligation and signature, this date should reflect the actual date of award and can be changed prior to obligation.</p> <p>The <b>Expires On Date</b> field must be entered. It is critical for reporting purposes that the actual date the contract expires as agreed with the Contractor be entered in this field.</p> <p>The <b>Signed On Date</b> field should generally be the same date the award is signed.</p> <p>If the date performance shall begin is later than the actual award date, the <b>Proceed Date</b> should be entered.</p> <p>The <b>Start Date</b> may be different then the award date but should be consistent with your agreement with the Contractor.</p>	 <p>The screenshot shows the 'Award Administration' window with the 'Admin' tab selected. The 'Award Information' section contains the following fields:</p> <ul style="list-style-type: none"><li><b>Award Date:</b> 03/10/2011</li><li><b>Award Form:</b> 0F347 (dropdown)</li><li><b>Expires On:</b> / /</li><li><b>PR Number:</b> NWWG3200-11-99999</li><li><b>Signed On:</b> / /</li><li><b>Proceed Date:</b> / /</li><li><b>Start Date:</b> / /</li><li><b>Currency:</b> US (dropdown) Dollars, Rate: 1.000000</li><li><b>Vendor:</b> (text field with search icon)</li><li><b>Business Size:</b> (dropdown)</li><li><b>COR/COTR:</b> (text field with search icon)</li><li><b>Contract Officer:</b> (text field with search icon)</li></ul> <p>Buttons at the bottom: OK, Cancel, Apply, Help.</p>
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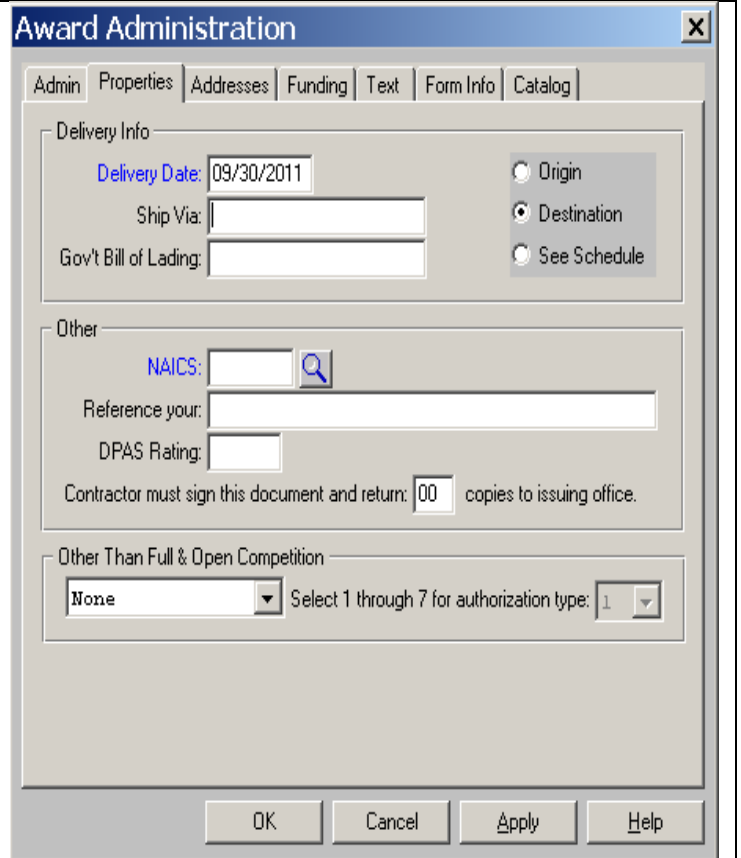
### Properties Tab - Delivery Date

The **Delivery Date** field defaults to the delivery date entered by the line office on the Requisition.

This date is often not consistent with the actual contract delivery date negotiated with the contractor.

It is imperative that the specialist change this date to reflect the actual end date of the award. This is the date that all services and goods are expected to have been delivered or completed.

An incorrect date in this field will generate incorrect reporting data.



The screenshot shows the 'Award Administration' window with the 'Properties' tab selected. The 'Delivery Info' section contains the following fields: 'Delivery Date' (09/30/2011), 'Ship Via' (empty), and 'Gov't Bill of Lading' (empty). To the right are radio buttons for 'Origin', 'Destination' (selected), and 'See Schedule'. The 'Other' section includes 'NAICS' (empty), 'Reference your:' (empty), 'DPAS Rating' (empty), and a note: 'Contractor must sign this document and return: 00 copies to issuing office.' The 'Other Than Full & Open Competition' section has a dropdown set to 'None' and a field for 'Select 1 through 7 for authorization type:' set to '1'. Buttons for 'OK', 'Cancel', 'Apply', and 'Help' are at the bottom.

### Line Item Level - Delivery Date

At the line item level under the **Delivery Tab**, the **Delivery Date** is another critical date field. Again this date defaults to the delivery date entered on the Requisition by the line office customer.

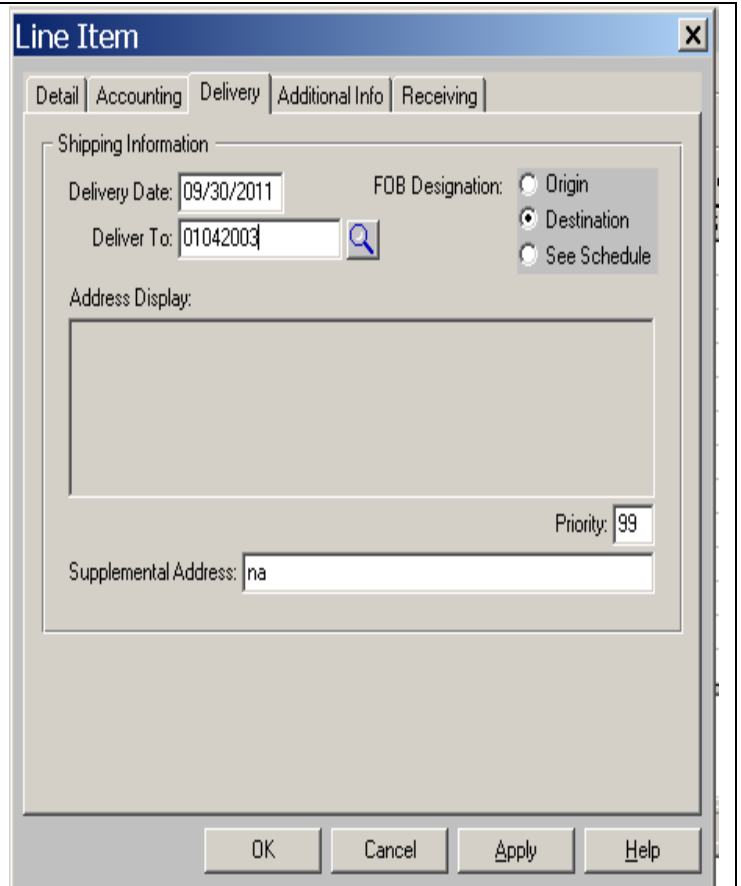
When preparing the award, this date field should be corrected to show the actual delivery date for the specific line item.

Why two delivery dates?

The Administration level Delivery Date Field under the Properties Tab may be different then the Delivery Date at the Line Item level.

The Award Administration Delivery date should reflect the final date all goods and services are to be received or work completed.

As an award may have multiple delivery dates at the specific line item level, the line item level delivery date must reflect the actual delivery or completion date for that specific line item. This date should never be later then the overall delivery date for the award established in the Award Administration section.



The screenshot shows the 'Line Item' window with the 'Delivery' tab selected. The 'Shipping Information' section contains: 'Delivery Date' (09/30/2011), 'Deliver To' (01042003), and 'FOB Designation' with radio buttons for 'Origin', 'Destination' (selected), and 'See Schedule'. Below is an 'Address Display' area (empty) and a 'Priority' field set to '99'. The 'Supplemental Address' field contains 'na'. Buttons for 'OK', 'Cancel', 'Apply', and 'Help' are at the bottom.