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C.Buy to FPDS Documentation & Reporting

C.Buy Document Coding Version 5.9i
FPDS-NG Reporting Version 1.4

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Section 1 - C.Buy Critical Data Element Fields

- All awards and modifications are required to be reported to the FPDS-NG Reporting System.
- All reporting shall be entered through the C.Buy Interface.
- Accurate document coding is essential to successful award reporting.



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- Key reporting elements are:
 1. Award document dates.

Found in the Award Administration Section Admin Tab, the Properties Tab, and the Line Item Delivery Tab.
 2. Referenced IDV contract number if applicable.

Found on the Award Administration Section Admin Tab of the award if an other agency type of award.
 3. The NAICS Code.

Found in the Award Administration Section Properties Tab.
 4. Line item FSC/PSC Code.

Found on each line item on the Line Item Detail Tab.



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- Award Administration Document Dates.
 - Award Administration, Admin Tab.
 - Award Date
 - Expires On Date
 - Signed On Date
 - Start Date
 - Award Administration, Properties Tab.
 - Delivery Date
- Line Item Detail.
 - Line Item Delivery Tab
 - Delivery Date

– Award Information

Award Date: 01/07/2011	Award Form: <input type="text" value="0F347"/>
Expires On: 09/30/2011	PR Number: NWWG3200-11-99999
Signed On: 01/07/2011	
Proceed Date: 01/07/2011	Start Date: 01/07/2011

Delivery Info

Delivery Date: 01/30/2011

Shipping Information

Delivery Date: <input type="text" value="01/30/2011"/>	FOB Designation: <input type="radio"/> Origin
Deliver To: <input type="text" value="AJ870023"/>	<input checked="" type="radio"/> Destination
	<input type="radio"/> See Schedule



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- If an award is being placed against another Agency Contract or a GSA Scheduled Contract, the Other Agency Contract Number or GSA Contract Number must be entered in the Award Administration Section of the base award as shown. Do not use spaces or dashes.

Award Administration

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

Award Information

Award Date: 04/04/2011 Award Form: 0F347
Expires On: 09/30/2011 PR Number: NW/WG3200-11-88888
Signed On: 04/04/2011 GSA/FSS:
Proceed Date: 04/04/2011 Start Date: 04/04/2011
Currency: us Dollars Rate: 1.000000
Vendor: 00000008 CCR Matched (Active)
SKJEI TELECOM INC
7777 LEESBURG PIKE STE 315-N
FALLS CHURCH, VA 220432403
Business Size: Small
COR/COTR:
Contract Officer: CAH TRAIN-CHARLES A. HUGHES

OK Cancel Apply Help



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- The NAICS Code shall be entered on the base award Administration Section as shown.

Award Administration

Admin Properties Addresses Funding Text Form Info Catalog

Delivery Info

Delivery Date: 09/30/2011

Ship Via: []



Gov't Bill of Lading: []

Origin

Destination

See Schedule

Other

NAICS: []  

Reference your: []

DPAS Rating: []

Contractor must sign this document and return: 00 copies to issuing office.

Other Than Full & Open Competition

None [] Select 1 through 7 for authorization type: 1 []

OK Cancel Apply Help



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- Each line item of the award shall be properly coded with the appropriate FSC/PSC Code as shown

The image shows a software dialog box titled "Award Line Item" with a close button (X) in the top right corner. It has five tabs: "Detail", "Accounting", "Delivery", "Additional Info", and "Receiving". The "Detail" tab is selected. The "Item Detail" section contains a table with the following data:

Item No.	Quantity	UI	Unit Cost	Total Cost
0001	25.00	EA	10.00	250.00

Below the table, there is an "FSC:" label followed by an empty text box and a magnifying glass icon. A red arrow points to this magnifying glass icon. Below that is a "Stock Item No.:" label followed by another empty text box and a magnifying glass icon. At the bottom of the dialog, there are two radio buttons: "Header" (unselected) and "Description" (selected). Below the radio buttons is a text area containing the word "TEST". At the very bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".



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Section 2 – Determining the Vendor NAICS and PSC Codes

- To insure proper coding, it is recommended that a review of the Vendors CCR record be reviewed to determine which are the appropriate NAICS and PSC codes the vendor is registered as using. An incorrect selection of a NAICS code or PSC code can result in the vendor award report being rejected in FPDS.
- The vendor's registration can be researched at the following link:

<https://www.bpn.gov/CCRSearch/Search.aspx>

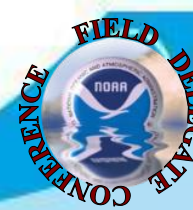


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- Selection of the proper NAICS Code and FSC/PSC Code should be consistent with the Vendors current CCR Registration.
- The vendor associated data entered in C.Buy when reported in FPDS is cross checked with the data reported and certified in CCR.
- Incorrect coding of the FSC/PSC or NAICS code in C.Buy and FPDS may result in an FPDS report error.
- A review of a vendors CCR record can provide current information as to the NAICS codes the vendor is identified with as well as the vendor size as determined by the Small Business Administration.
- A review of a vendors CCR record can provide current information as to the Product Service Codes the vendor is identified with.



- Sample Business Size determination by SBA for one vendor

SMALL BUSINESS TYPES

SDB, 8A and HubZone certifications come from the Small Business Administration and are not editable by CCR vendors.

Business Types Expiration Date

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North American Industry Classification System (NAICS)			
The small business size status is derived from the receipts, number of employees, assets, barrels of oil, and/or megawatt hours entered by the vendor during the registration process.			
NAICS Code	Description	Small Business	Emerging Small Business
334111	Electronic Computer Manufacturing	Yes	No
423430	Computer and Computer Peripheral Equipment and Software Merchant Wholesalers	No	No
443120	Computer and Software Stores	No	No
517110	Wired Telecommunications Carriers	Yes	No
532420	Office Machinery and Equipment Rental and Leasing	No	No
541519	Other Computer Related Services	No	No
811212	Computer and Office Machine Repair and Maintenance	No	No



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- Sample CCR Vendor NAICS and PSC Codes for one vendor

GOODS / SERVICES

North American Industry Classification System (NAICS)

334111 - Electronic Computer Manufacturing
423430 - Computer and Computer Peripheral Equipment and Software Merchant Wholesalers
443120 - Computer and Software Stores
517110 - Wired Telecommunications Carriers
532420 - Office Machinery and Equipment Rental and Leasing
541519 - Other Computer Related Services
811212 - Computer and Office Machine Repair and Maintenance

Product Service Codes (PSC)

3610 - PRINTING DUPLICATING & BOOKBIND EQUIPMENT
5815 - TELETYPE & FACSIMILE EQUIPMENT
5835 - SOUND RECORDING & REPRODUCING EQUIPMENT
5836 - VIDEO RECORDING AND REPRODUCING EQUIPMENT
6720 - CAMERAS STILL PICTURE
6730 - PHOTOGRAPHIC PROJECTION EQUIPMENT
6750 - PHOTOGRAPHIC SUPPLIES
6760 - PHOTOGRAPHIC EQUIPMENT & ACCESSORIES
7020 - ADP CENTRAL PROCESSING UNIT-ANALOG
7025 - ADP INPUT/OUTPUT & STORAGE DEVICES

Federal Supply Classification (FSC)



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Section 3 - The FPDS Interface Screen

- When an Award or modification has been completed and the obligation summary screen is closed, the C.Buy FPDS Interface Screen will open as shown.

The screenshot shows the FPDS-NG interface with the following fields and controls:

- FPDS-NG Identification**
 - Key fields to create an FPDS-NG report
 - Agency ID: 1330
 - PIID: DOCWC133011SU0054
 - FPDS-NG Search button
 - Treasury Account Symbol
 - ARRA:
 - Agency ID:
 - Main Acct:
 - Sub-Acct:
 - Radio buttons for selection:
 - (A) Awards
 - (I) Basic IDVs
 - (C) DO against IDV*
 - (B) Purchase Order
 - (D) Stand Alone
 - (A) BPA Call*
 - Agency ID: * - Requires Ref IDV
 - Ref IDV:
 - FPDS-NG Search button
 - Status: None
- Contract Identification**
 - PIIN: WC1330-11-SU-0054
 - DO:
 - Mod #:
 - Update Status button
 - Create button
 - Close button

Red arrows in the image point to the Agency ID field, the Treasury Account Symbol section, the Ref IDV field, and the Status field.



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- The interface will capture and populate the Agency ID and PIID Fields as shown (1).
- The Agency code shall always be 1330.
- The Award PIIN should always be preceded by “DOC”.
- If the award is issued against a GSA contract which was referenced in the Administration section of the award, the GSA IDV number may insert before the DOC and PIIN number. If this happens, it should be removed.
- Only the “DOC” and the Award PIIN should appear in the PIID Field.

The screenshot shows a web application window titled "FPDS-NG". Inside the window, there is a section for "FPDS-NG Identification" with the subtitle "Key fields to create an FPDS-NG report". Below this, there are two input fields: "Agency ID:" with the value "1330" and "PIID:" with the value "DOCEA133w10NC0303 1". To the right of the PIID field is a button labeled "FPDS-NG Search".

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- The TAS Code Field shall be entered with the customer provided NOAA TAS Code or the NIST TAS Code.
- If the funds are ARRA, the ARRA Check Box shall be checked.
- The Department of Commerce does not use TAS codes with a Sub-Account entry. This sub field shall be left blank.

Treasury Account Symbol _____

ARRA Agency ID: Main Acct: Sub-Acct:



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- The Document Type section of the interface will be auto selected based on the type of award document you have created in C.Buy

The screenshot shows a web interface for selecting a document type. It features a list of radio button options. The first column contains "(A) Awards" (selected), "(I) Basic IDVs", and "(C) DO against IDV*". The second column contains "(B) Purchase Order" (selected), "(D) Stand Alone", and "(A) BPA Call*". To the right of the options is a text box containing a note: "Note: When searching for 'derived' PIID/IDV's the FPDS-NG site may have the PIIN and DO combination switched".

<input checked="" type="radio"/> (A) Awards	<input type="radio"/> (C) DO against IDV*
<input type="radio"/> (I) Basic IDVs	<input checked="" type="radio"/> (B) Purchase Order
	<input type="radio"/> (D) Stand Alone
	<input type="radio"/> (A) BPA Call*

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



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- The GSA referenced IDV is derived from the base award administrative section as shown and pulls from the GSA/FSS field.
- The GSA Schedule number should be entered without spaces or dashes.

Award Administration

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

Award Information

Award Date: 03/29/2011 Award Form: [dropdown]
Expires On: // PR Number: NWWG5400-11-12345
Signed On: // GSA/FSS: [text field]
Proceed Date: // Start Date: //
Currency: US Dollars Rate: 1.000000
Vendor: [text field] [search icon]

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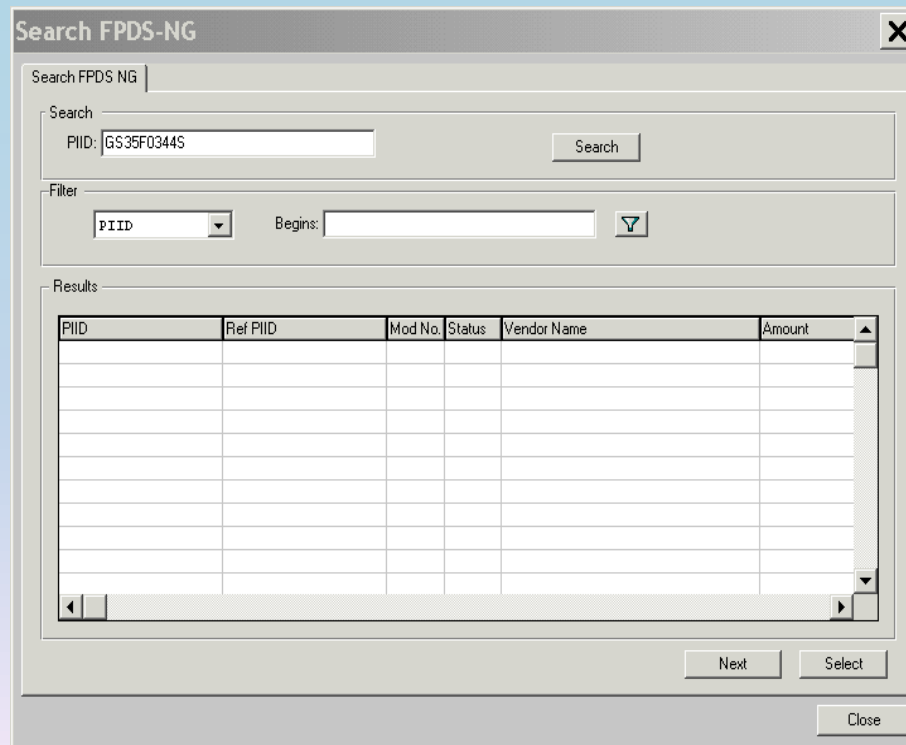
- The field “Agency ID” (3) should contain the GSA contract Agency ID. If this field is blank, click on the “FPDS-NG Search” button as shown to match the Ref IDV to the awarding agency ID.
- The field “Ref IDV” (2) should contain the GSA contract number and should match what was entered on the Admin tab in the award administration section of the document.

The screenshot shows a web form with the following elements:

- Radio button options: (A) Awards, (I) Basic IDVs, (C) DO against IDV*, (B) Purchase Order, (D) Stand Alone, (A) BPA Call*.
- Agency ID: 3 * - Requires Ref IDV
- Ref IDV: 2
- Status: Final, Approved
- FPDS-NG Search button
- Note: When searching for "derived" PIID/IDV's the FPDS-NG site may have the PIIN and DO combination switched
- Contract Identification

A red arrow points to the FPDS-NG Search button.

- The Search FPDS-NG screen will open as shown
- Click on the Search button to match the GSA contract number PIID to the appropriate awarding agency ID.



Search FPDS-NG

Search FPDS NG

Search

PIID:

Filter

PIID Begins:

Results

PIID	Ref PIID	Mod No.	Status	Vendor Name	Amount

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- The search screen will display the vendors GSA contract and contract Mods.
- Highlight the base award as shown and then click Select.

Search FPDS-NG

Search FPDS NG

Search
PIID:

Filter
PIID Begins:

Results

PIID	Ref PIID	Mod No.	Status	Vendor Name	Amount
GS35F0344S		0	Final	ABM FEDERAL SALES INCORPORATED	\$500,000.00
GS35F0344S		1	Final	ABM FEDERAL SALES INCORPORATED	\$0.00
GS35F0344S		10	Final	ABM FEDERAL SALES INCORPORATED	\$0.00
GS35F0344S		11	Final	ABM FEDERAL SALES INCORPORATED	\$0.00
GS35F0344S		12	Final	ABM FEDERAL SALES INCORPORATED	\$0.00

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- The Status section on initial entry will show “None”.
- The Contract ID section will display the award PIIN, DO number if a delivery order, and modification number is a modification.
- The letter symbol to the right indicates they type of action. In this sample a Purchase Order.

Status: None	
Contract Identification	
PIIN: WC1330-11-SU-0054	P
DO:	
Mod #:	

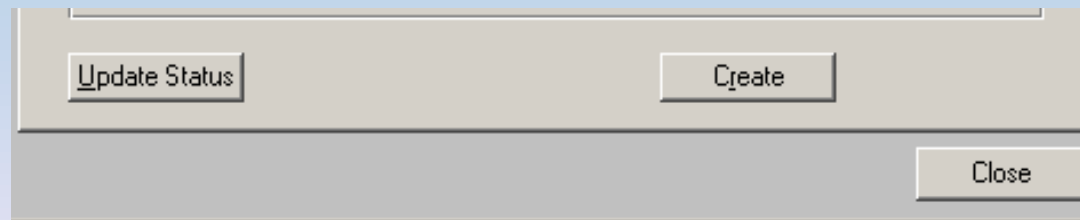


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- Clicking on the Create Button at the bottom of the interface screen will carry the basic award information to FPDS and open the appropriate reporting form in the FPDS system.
- The close button will close the interface screen returning to the document screen.





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- If the FPDS report has been saved

Returning to C.Buy, an FPDS document status should be displayed.

If a status is not displayed, Click the “Update” button at the bottom of the screen.

On initial return the status should show “Draft Correct” or “Draft Incorrect”.

Status: None	
Contract Identification	
PIIN: WC1330-11-SU-0054	P
DO:	
Mod #:	



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- If the status shows Draft Correct, then click on the Approve Button which will not appear unless the document status came back as Draft Correct.
- The document status will change to Final, Approved.



Section 4 - What Data is Carried Over to FPDS

- C.Buy will transfer certain data over to the FPDS report form.
 - 1. The Transaction Information

Transaction Information			
Award Type:	Purchase Order	Prepared Date:	04/05/2011 16:03:39
Award Status:	NEW	Prepared User:	CHARLES.A.HUGHES@NOAA.GOV
		Last Modified Date:	
		Last Modified User:	

- 2. The document Information showing the Agency Code, Award PIIN, and TAS Code.

Document Information				
	Agency	Procurement Identifier	Modification No	Trans No
Award ID: *	1330	DOCWC133011SU0054	0	0
Referenced IDV ID:				
Reason For Modification:				
Solicitation ID:				
	Agency Identifier	Main Account	Sub Account	Initiative
Treasury Account Symbol: *	13	1450		Select One



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– 3. The Date Information.

- The award obligation amount will come over, the user shall enter the additional financial information.
- The Estimated ultimate Completion Date shall be entered.

Dates		Amounts	
Date Signed (mm/dd/yyyy):*	<input type="text" value="01/07/2011"/>	Action Obligation: *	<input type="text" value="\$50.00"/>
Effective Date (mm/dd/yyyy):*	<input type="text" value="01/07/2011"/>	Base And Exercised Options Value: *	<input type="text" value="\$0.00"/>
Completion Date (mm/dd/yyyy):*	<input type="text" value="01/30/2011"/>	Base And All Options Value: *	<input type="text" value="\$0.00"/>
Est. Ultimate Completion Date (mm/dd/yyyy):*	<input type="text"/>	Fee Paid for Use of IDV:	<input type="text" value="\$0.00"/>



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- 4. The NOAA Agency ID will populate the Agency ID Field.
 - The user shall enter the Contracting Office ID which would be based on the group the user belongs to. Example if the user if a Field Delegate Western Region Fisheries, the code would be WE133F.
 - The Funding Agency ID would be the code for the Agency which is providing the Funding. If you work for NOAA, the code is 1330.
 - The Funding Office ID would be the code for the Agency which is providing the Funding. Example, for Fisheries the code would be NF.

By clicking on the button to the right of the field, a list of codes will display to choose from.

Purchaser Information			
Contracting Office Agency ID: *	<input type="text" value="1330"/>	<input type="button" value="⋮"/>	Contracting Office Agency Name: NATIONAL OCEANIC AND ATMOSPHERIC
Contracting Office ID: *	<input type="text"/>	<input type="button" value="⋮"/>	Contracting Office Name: <input type="text"/>
Funding Agency ID: *	<input type="text"/>	<input type="button" value="⋮"/>	Funding Agency Name: <input type="text"/>
Funding Office ID: *	<input type="text"/>	<input type="button" value="⋮"/>	Funding Office Name: <input type="text"/>
Foreign Funding: *	<input type="text" value="Select One"/> <input type="button" value="▼"/>		



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- Eastern and Western Field Delegate Contracting Office ID Codes

<input type="radio"/>	WE1330	WESTERN FIELD DELEGATES OFA	1330
<input type="radio"/>	WE133C	WESTERN FIELD DELEGATES NOS	1330
<input type="radio"/>	WE133E	WESTERN FIELD DELEGATES NESDIS	1330
<input type="radio"/>	WE133F	WESTERN FIELD DELEGATES NMFS	1330
<input type="radio"/>	WE133M	WESTERN FIELD DELEGATES OMAO	1330
<input type="radio"/>	WE133R	WESTERN FIELD DELEGATES OAR	1330
<input type="radio"/>	WE133W	WESTERN FIELD DELEGATES NWS	1330

<input type="radio"/>	EE1330	EASTERN FIELD DELEGATES OFA	1330
<input type="radio"/>	EE133C	EASTERN FIELD DELEGATES NOS	1330
<input type="radio"/>	EE133E	EASTERN FIELD DELEGATES NESDIS	1330
<input type="radio"/>	EE133F	EASTERN FIELD DELEGATES NMFS	1330
<input type="radio"/>	EE133M	EASTERN FIELD DELEGATES OMAO	1330
<input type="radio"/>	EE133R	EASTERN FIELD DELEGATES OAR	1330
<input type="radio"/>	EE133W	EASTERN FIELD DELEGATES NWS	1330



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Funding Agency Codes

<input type="radio"/>	NA	NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA)	1330
<input type="radio"/>	NB	NATIONAL INSTITUTE OF STANDARD AND TECHNOLOGY (NIST)	1330
<input type="radio"/>	NC	NATIONAL OCEAN SERVICE (NOS)	1330
<input type="radio"/>	NE	NATIONAL ENVIRONMENTAL SATELLITE, DATA, AND INFORMATION, SERVICE (NESDIS)	1330
<input type="radio"/>	NF	NATIONAL MARINE FISHERIES SERVICE (NMFS)	1330
<input type="radio"/>	NM	MARINE AVIATION OPERATIONS (OMAO)	1330
<input type="radio"/>	NR	OCEANIC AND ATMOSPHERIC RESEARCH (OAR)	1330
<input type="radio"/>	NT	NATIONAL TELECOMMUNICATION AND INFORMATION ADMINISTRATION (NTIA)	1330
<input type="radio"/>	NW	NATIONAL WEATHER SERVICE (NWS)	1330
<input type="radio"/>	TA	INTERNATIONAL TRADE ADMINISTRATION (TIA)	1330

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- 5. The final element brought forward will be the vendor DUN's number. Click on the button to the right of the Vendor Name Field to search and select the vendor data. The Contractor Information fields will populate.

Contractor Information	
CCR Exception:	PLEASE SELECT CCR EXCEPTION BY CLICKING THE ELLIPSIS (...) BUTTON ... Remove Exception
DUNS No: [†]	<input type="text" value="012628165"/>
Vendor Name:	<input type="text"/> ...
DBAN:	<input type="text"/>
Street:	<input type="text"/>
Street2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/> Zip: <input type="text"/>
Country:	<input type="text"/>
Phone:	<input type="text"/>
Fax No:	<input type="text"/>
Congressional District:	<input type="text"/>



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- After completing the FPDS Report by responding to all required fields, click on the Validate Button to determine if any data fields were missed or answered incorrectly.
- When all field are complete and correct, click Save Draft.
- Close the web browser.
- The C.Buy FPDS interface screen will appear.

The screenshot displays the C.Buy FPDS interface. At the top, there is a navigation bar with a 'HOME' button, an 'ezSearch' search box, an 'Advanced Search' box with a 'GO' button, and a 'Log Off' button. Below the navigation bar is a row of buttons: 'New', 'Save Draft', 'Validate', 'Approve', 'Correct', 'Modify', 'Save Tmpl', 'Delete', and 'Print'. A second row contains 'Close' and 'Help' buttons. A message box in the center of the page states: 'Draft Award successfully saved.'