



Consolidated Enterprise Buy Program Guidance

As of 11/23/2015

TABLE OF CONTENTS

Enterprise Buy Guidance	3
Procurement Calendar	4
List of Products	5
Steps to Request a Vehicle	6
Exception to Policy Request Form	7
SNACS/PRISM Procedures	8
Program POCs and Their Functions.....	9

CONSOLIDATED ENTERPRISE BUY PROGRAM GUIDANCE

1. IMCOM G9 Family & MWR Programs Consolidated Enterprise Buys:

Guidance can be located at

<http://www.imcom.army.mil/Organization/G9FamilyMWRPrograms/NAFContracting.aspx>.

a. This guidance is applicable to all Army Lodging, AFRC and IMCOM Garrison MWR programs. The Consolidated Enterprise Buy program requires **mandatory participation** in order to leverage purchasing power to yield Army-wide cost efficiencies through the standardization of products and the reduction of product pricing. Purchases executed under the program are locally funded. The guidance provided does not apply to other standard product initiatives/central contracts, e.g., Army Lodging amenities or bed and bath linen contracts. Those agreements remain the sole authorized vehicle for the procurement of those products.

b. The Consolidated Enterprise Buy program is the only authorized method for the procurement of the products listed on the procurement calendar. Additional products may be identified as a result of aggregating garrison CPMC or other requirements once the FY15 budget process has concluded. Regions/Garrisons may also request additional consolidated or enterprise buys by emailing Maria M. Viña at maria.m.vina.naf@mail.mil. The request must contain the product's description and the proposed specifications.

c. Each product has been assigned a United Nations Standard Product and Services Code (UNSPSC). Requestors will ensure all Consolidated Enterprise Buy purchase requests contain the appropriate UNSPSC. The UNSPSC must be annotated on the main page (SNACS GLOBAL) in the primary product/service code block and under the items page, product/service code block. Documentation of the UNSPSC allows for accurate reporting of Consolidated Enterprise Buys.

d. Requests to procure products listed must follow the standard procedures for submitting an approved purchase request to their assigned Regional NAF Contracting office. Requestors must adhere to the procurement timelines as defined in the procurement calendar.

e. Exception to Policy for the purchase of a valid emergency procurements or requirements for enterprise buy items with specialized regional specifications shall first be approved by the Region DFMWR and then forwarded to the Enterprise Buy Program Administrator, Maria M. Viña, for review and final approval **before a purchase request is processed**. The Region DFMWR may delegate the approval authority to the Garrison DFMWR, in writing. Vehicles for Europe, Japan, and Korea do not require an Exception to Policy. If the exception to policy is approved by the Program Administrator, the requestor must submit a purchase request and attach the approved Exception to Policy Form to their Regional NAF Contracting office for processing. The Regional NAF Contracting office will add the EB Program Administrator, Maria M. Viña, as a courtesy Copy in SNACS. The Regional NAF Contracting Office will assign a Regional Contract Specialist to make the purchase of the product with an exception to policy.

FY 16 Procurement Calendar Consolidated Enterprise Buy Purchase Request Due Dates

Product	*Purchase Request 1 st Cut-off Date	Estimated Delivery Date	*Purchase Request 2 nd Cut-off Date	Estimated Delivery Date	*Purchase Request 3 rd Cut-off Date	Estimated Delivery Date
Television	4 Dec 15	12 Feb 16	25 Mar 16	10 Jun 16	24 Jun 16	09 Sep 16
Television Mounts	4 Dec 15	12 Feb 16	25 Mar 16	10 Jun 16	24 Jun 16	09 Sep 16
**Vehicle	N/A	N/A	N/A	N/A	01 Apr 16	30 Sep 16


* Dates the PR must be received at the Regional Contacting Office.

** Vehicles can be ordered thru GSA Auto Choice anytime. However, the last date to order for FY16 is 01 April 2016 for delivery by 30 Sep 2016

An Exception is need when the vehicle is not available thru GSA Auto Choice. Request must include justification as to why the vehicle is needed.

NOTE: Dates may change without notice.

List of Products

Product	UNSPSC®	Specifications
Televisions No size restrictions Except for CYSS size 32"- 46". 	52161505EB	High Definition LED or LCD 1080p Resolution Energy Star® compliant HDMI input 110 V/60 HZ (CONUS) 220V/50HZ for required countries outside CONUS Multi System for required countries outside CONUS One year warranty
TV Mount	45111802EB	Specifications will be determined by the size of the TV ordered.
Automobiles or cars	25101503EB	GSA AutoChoice
Minivans or vans	25101505EB	GSA AutoChoice
Light trucks or sport utility vehicles	25101507EB	GSA AutoChoice
Cargo Trucks	25101511EB	GSA AutoChoice
*Shipping	78120000SH	Required for all products purchased.
*NOTE: If applicable, a line item for Shipping and Handling charges must be included		

VEHICLES

Steps to Request Vehicle:

- Vehicles can be ordered thru GSA AutoChoice at anytime.
 - o In order to receive the vehicle by 30 Sep 2016, the Purchase Request (PR) must be received by 01 Apr 2016.
- Check GSA AutoChoice website for vehicle availability.
<https://apps.fas.gsa.gov/cops/vehicles/autochoicemysql/Login.cfm?SelectedMen>
- If the vehicle is available, submit PR to the servicing NAF Contracting office.
- If the vehicle is not available, then an approved exception to policy is required.
 - o See Exception to Policy Request Form on page 7.
- Exception to policy must be approved by the Regional DFMWR.
- After the Exception to policy is approved, attached the form to the PR and submit to your servicing NAF Contracting office.

**ENTERPRISE BUY PROGRAM
EXCEPTION TO POLICY REQUEST**

This Exception should be requested prior to inputting PR in SNACS

MONTH _____ YEAR _____

1. Point of Contact Information – Requestor :
 - a. Name:
 - b. Garrison
 - c. Program/activity:
 - d. Phone number:
 - e. E-mail address:

2. Point of Contact Information – Person using the Product:
 - a. Name:
 - b. Garrison
 - c. Program/activity:
 - d. Phone number:
 - e. E-mail address:

3. Product:

4. Product Specifications:

5. Estimated total cost: \$_____ How many items ordering _____.
List each item separately and give cost for each and how many

6. Reason for exception: (e.g., Emergency procurements outside the enterprise buy calendar, Procurements with region specific characteristics).

7. Justification: (provide a detail justification for purchasing this product).

8. _____ Approved _____ Disapproved

Printed Name and Signature of DFMWR Date

Maria M. Viña

Printed Name and Signature of Enterprise Buy Program Administer Date

*Approved waiver must be attached to Purchase Request in SNACS.

Procedures for Annotating Enterprise Buy in NACS/PRISM

Requestor:

- Complete Purchase Request as normal.
- In the “Main” screen under Primary Product/Service Code section, TYPE the UNSPSC associated with the product.

The screenshot shows the PRISM EZ REQ - Detail screen. The top navigation bar includes buttons for Route, Suspend Line Items, Delete, Cancel, Convert To Full, Renumber, and a help icon. The EZ REQ Information section displays: Requisition Number: PRBA1-NCP-09-0002, Status: In Progress, Number of Items: 1, Version: BASE, Stage: Requisition, Total Amount: \$0.00, and Commitment: \$0.00. The General Information section contains the following fields: Owner: Pamela J. Jones, Requisition Date: 11/03/2008, Requisitioner: PAMELA.JAYNE.JONES, Buyer: (empty), Primary Product / Service Code: 25101907EB (with a red arrow pointing to it), Originating Office: IMWR-NCP, Payment Office: (empty), Site: FMWRC, Is this an IT-related purchase?: No, Requested By: (empty), Phone: (empty), APP: (None) with an Associate to APP... button, and Project ID: (empty). A left-hand sidebar lists navigation options: Main, Items, Vendors, Package, Supporting Docs, Currency, Validations, Route History, Status History, Notifications, Ownership, Navigator, and Return to Home.

If the PR contains multiple line items, each line item requires the UNSPSC that identifies the item.

The screenshot shows the PRISM Item - Detail screen. The EZ REQ Information section displays: Requisition Number: PRBA1-NCP-09-0002, Status: In Progress, Number of Items: 2, Version: BASE, Stage: Requisition, Total Amount: \$0.00, and Commitment: \$0.00. The Item Detail section contains the following fields: Item Number: 1, Sub Item Number: (empty), Sequence for Sub Number: (empty), Description: Caravan, Qualifier: By Quantity, Unit of Issue: (empty), Quantity: 0, Unit Price: 0, Amount: 0.00, Product / Service Code: 25101907EB (with a red arrow pointing to it), and Accountable Property: (empty). A yellow callout box on the left says "Click Submit to save your data." The Accounting Information section is partially visible at the bottom.

Point of Contacts and their Functions

NAF Contracting Field Office – Quality Control

- ✓ Ensures Purchase Request (PR) meets program requirements.
- ✓ PR contains accounting code, estimated cost for product and shipping.
- ✓ Line items include the appropriate UNSPSCs,
- ✓ Enterprise buy specifications are included in the line item specifications.
- ✓ PR adheres to procurement calendar cut-off dates, and;
- ✓ An approved Exception to Policy form is attached for those products purchased outside procurement calendar dates and/or required products' specifications differ substantially from specifications in catalog.
- ✓ After review, assigns the PR to NAF Contracting Primary Buyer (Phyllis Cook).
- ✓ And send a courtesy copy PR to NAF Contracting EB Program Administrator (Maria M. Viña).

Maria M. Viña - NAF Contracting Enterprise Buy Program Administrator

- ✓ Include PR in management tracking system.
- ✓ Generate monthly, quarterly and yearly reports for to IMCOM MWR managers.
- ✓ Add products to the enterprise buy catalog.
- ✓ Telephone (210) 466-1458.
- ✓ Email maria.m.vina.naf@mail.mil.

Phyllis Cook – NAF Contracting SE – Primary EB Buyer

- ✓ Consolidates all PRs and places orders.
- ✓ Produces monthly, quarterly, and yearly reports for HQ NC.
- ✓ Telephone (270) 798-6896.
- ✓ Email Phyllis.A.Cook12.naf@mail.mil.