



8 December 2000



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1. Introduction

1.1 AcquiLine – PRWeb Overview

This document provides an overview of the *AcquiLine PRWeb* product, describes the business processes used by Fort Hood personnel in processing local purchase requests via PRWeb. The *AcquiLine* product, developed by American Management Systems (AMS), Fairfax, VA, is targeted at achieving paperless business processes. *AcquiLine* is a web-based product suite that provides access to the Standard Procurement System (SPS) program, called Procurement Desktop-Defense (PD²). The *AcquiLine PRWeb* module is a direct paperless channel between the requesting agent and a contract organization's PD² database.

AcquiLine PRWeb is a direct paperless channel between a requiring activity and the Fort Hood Contracting Command (CCMD). Requiring activities create purchase requests (PRs) and attachments for supplies and services directly from a web browser. After creating the PR, users can route it to other *AcquiLine PRWeb* users in their organization according to locally defined business practices for amendments, funding commitment, and approval. Fully approved PRs are sent directly to the contracting activity's PD² database. Contracting officials then utilize the full power of the Standard Procurement System to fulfill the requirement as submitted, or can route the requirement back to the *AcquiLine PRWeb* user if further clarification is needed. The *AcquiLine PRWeb* module also allows customers to view PR status information through a web browser. This customer self-service capability saves the requiring activity and procurement office valuable time.

The AcquiLine PRWeb User Manual attached as Annex B contains detailed instructions to assist the user in obtaining status of their requirements from the PD² database through AcquiLine PRWeb.

AcquiLine PRWeb became mandatory for processing local purchase requests at Fort Hood on 1 October 2000.

AcquiLine PRWeb was upgraded to Version 2.0 on 17 October 2000.

1.2 Technical Architecture

1.2.1 Hardware/Software Components

AcquiLine PRWeb is a three-tier application that relies on the proper configuration of hardware components, software packages, and communication methods to perform its application functions. The standard *AcquiLine PRWeb* components include the following:

Java Applet Client: Runs the *AcquiLine PRWeb* application, and provides the graphical user interface, which serves as the primary means by which users insert and retrieve data from the *AcquiLine* database. The applet requires a Java 1.1.4-enabled web browser that has a Java Virtual Machine (JVM). To realize the full functionality of *AcquiLine PRWeb*, the AcquiLine team recommends the use of Microsoft Internet Explorer version 5.0 or higher.

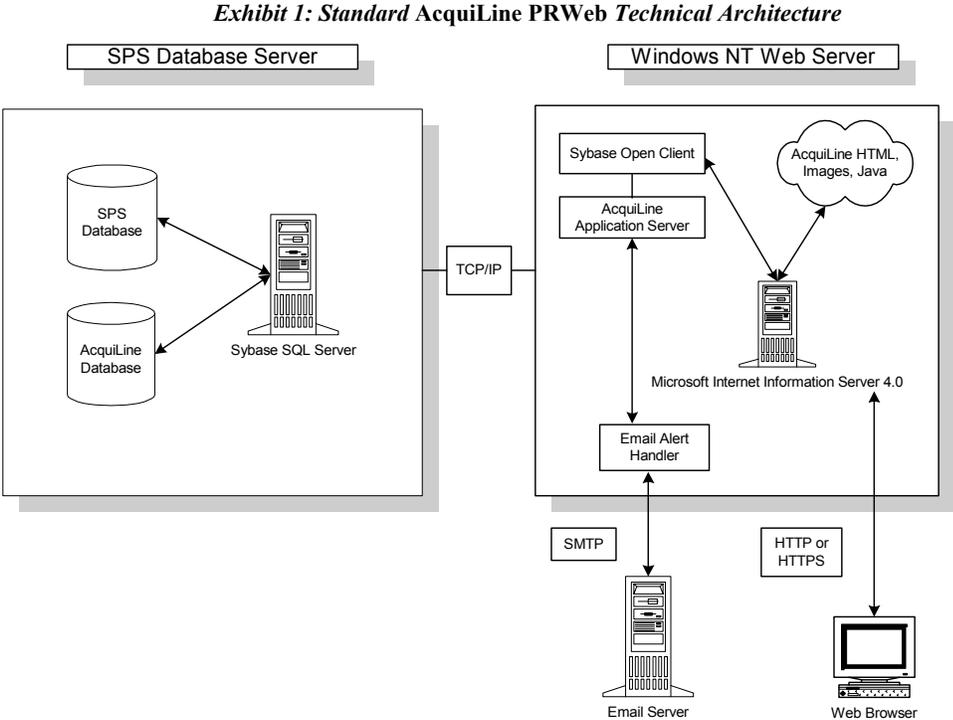
Web Server: The web server machine is responsible for housing all of the *AcquiLine PRWeb* application source code that consists of HTML files, Java classes, CGI executables, and email processing executables. Because *AcquiLine PRWeb* is a Java applet, web server software such as IIS is necessary to provide access to *AcquiLine PRWeb* application users.

Database Server: The database server machine contains the Sybase SQL server software as well as the SPS and *AcquiLine PRWeb* databases. It is required that the *AcquiLine PRWeb* database be installed on the same server as the SPS database.

Alert Poller and Email Handler: Supports automatic notification of *AcquiLine PRWeb* system events via standard email protocols.

Network and Communications: Enable communication between the Java applet client, database server and web server (e.g., token ring, Ethernet, TCP/IP, etc.). TCP/IP is used at Fort Hood.

The standard *AcquiLine PRWeb* technical architecture diagram is displayed below in *Exhibit 1: Standard AcquiLine PRWeb Technical Architecture*.



1.2.2 Local Area Network Specifications

Communications between the *AcquilinePRWeb* web server, the AcquiLine PRWeb database server, and the user base are accomplished via the Fort Hood local area network.

1.2.3 Email Server Information

AcquiLine PRWeb supports email alerts to notify users of specific system events. The application currently supports the Simple Mail Transfer Protocol (SMTP). To enable alerts, the application utilizes the following components: a SMTP Mail Server and a valid email account on the SMTP Mail Server.

Table 1: PR (Purchase Request) Checklist, lists all the fields that are required by PD² and located in AcquiLine PRWeb

Table 1: PR (Purchase Request) Checklist

Required Fields	Tab	Explanation
Description	Main Form	A description of the PR must be entered. This is a limited, but free form field.
Purchase Request Number	Main Form	Each PR must have a 14-character number prior to being sent to PD ² .
Issuing Office	Main Form	An approved Issuing Office must be displayed for each PR. That Issuing Office must have a unique local code. The Issuing Address is selected by the AcquiLine system administrator (ICW the PD ² system administrator) and automatically fills in on the PR
Line Item	Line Item	Each PR must have at least one Line Item.
Description	Line Item	A description of the Line item must be entered. This is a limited, but free form field.
Delivery Date/ADC or Period of Performance	Line Item, Detail	Either the Delivery Date or the Start/End Date for a Period of Performance must be entered.
Quantity	Line Item, Detail	Quantity must be greater than or equal to zero.
Estimated Unit Cost	Line Item, Detail	Unit cost must be greater than or equal to zero.
Funding	Line Item, Funding	If funding at the Line Item level, <u>each</u> CLIN must have a funding strip of 65 characters. Each Line Item can only have one funding strip. Lines of accounting must be approved.
Shipping Address	Line Item, Shipping	A shipping address must be selected. That shipping address must have a unique local code.

2. Training

2.1 AcquiLine Training

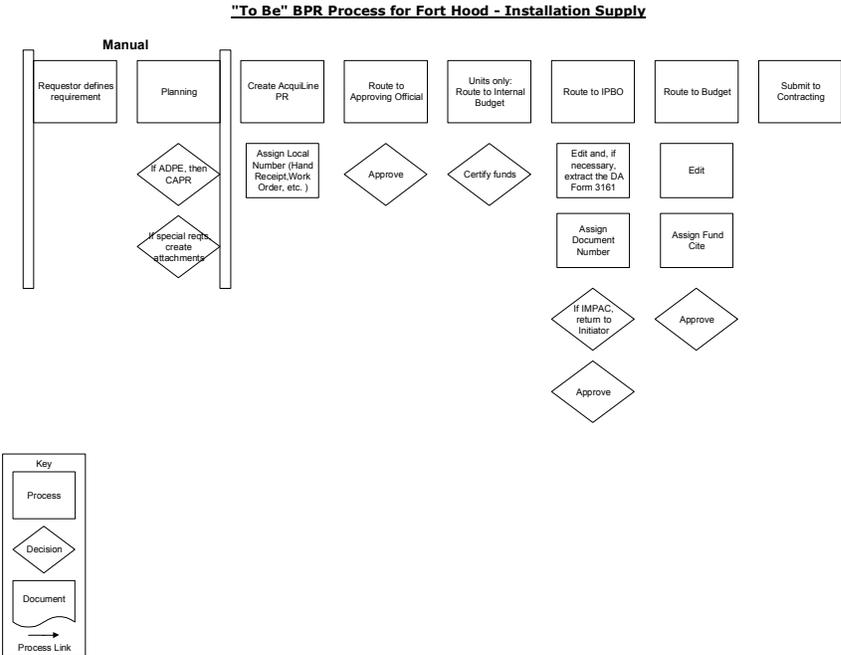
No hands-on training will be provided by the CCMD. Each organization was tasked to appoint a Point of Contact for implementation of AcquiLine PRWeb. These individuals are responsible for providing training within their respective organizations. The list of current points of contact may be viewed at http://ccmd.hood.army.mil/acq_main. In addition, each organization was asked to develop a “power user” who would be available to assist other users in the AcquiLine PRWeb process.

2.1.1 Documentation

The *AcquiLine PRWeb* Student Guide is currently available for downloading from the Army, DCSLOG, website at <http://www.hqda.army.mil/logweb/directorates/sm/smhp.htm>. In addition to the Student Guide, the site may use the DCSLOG website for electronic copies of the Functional User Guide, Systems Administrator’s User Guide, and the “Creating A Purchase Request” quad-fold, quick reference guide.

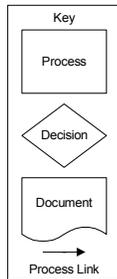
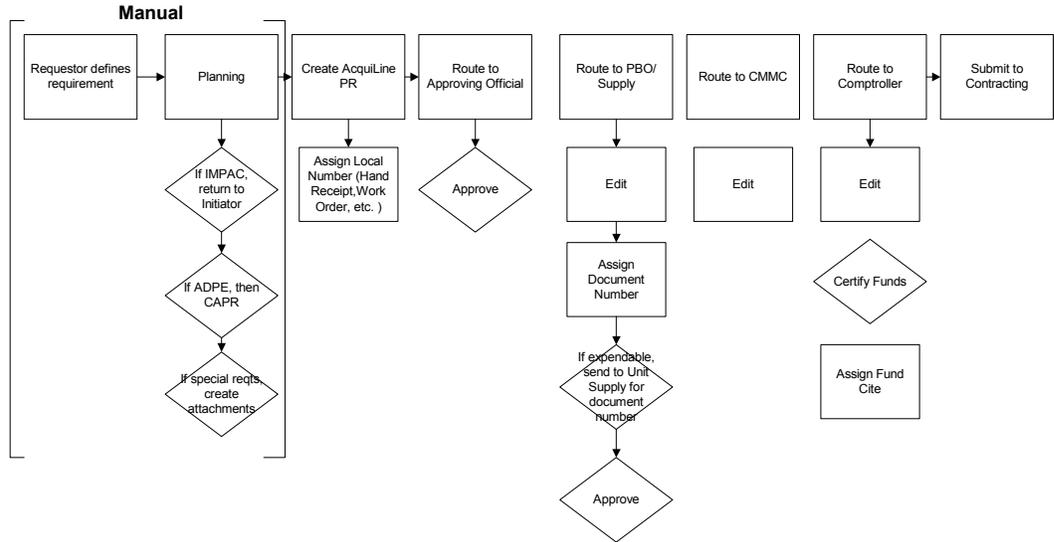
3. Business Processes

3.1.1 AcquiLine PRWeb Business Process – Installation Supply



3.1.2 Aquiline PRWeb Process – Division and Non-Divisional Units Supply

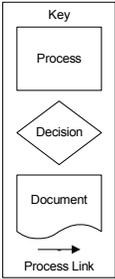
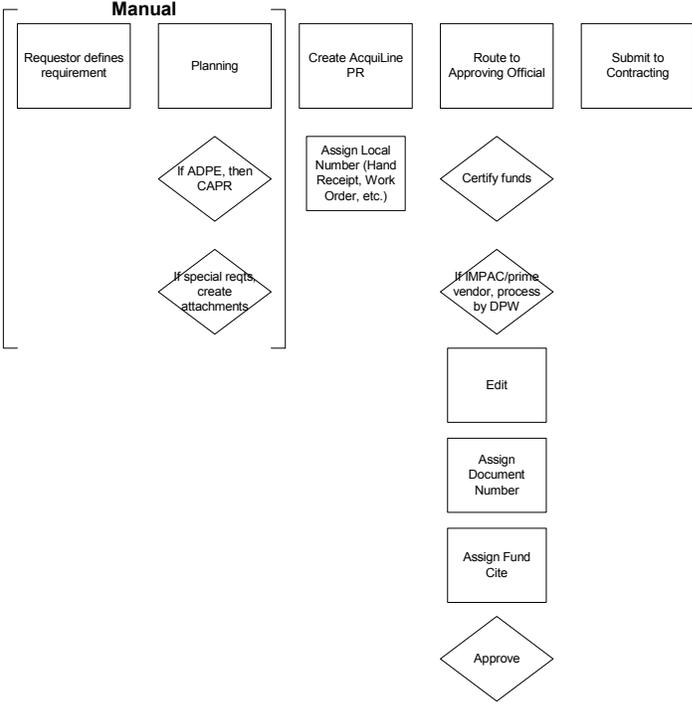
"To Be" BPR Process for Fort Hood - Division and Non-Divisional Units Supply



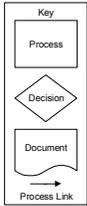
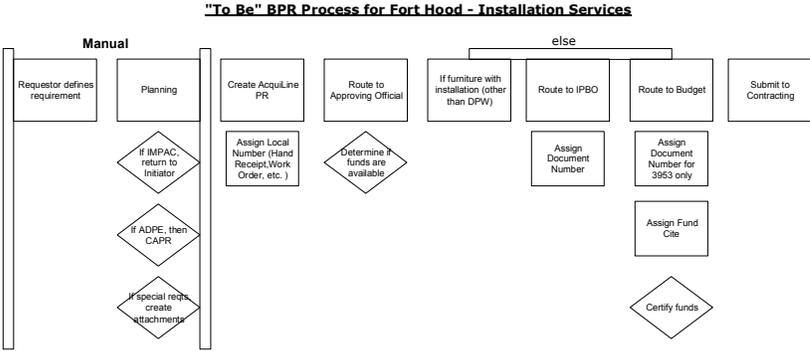
There was discussion on the Division processing thru CMMC. Corps policy indicates that CMMC should provide edits before contracts are awarded. Logic indicates that this can best be done by the process flow above instead of requiring Contracting to ask CMMC to edit after they (Contracting) have already received the PR. Divisions tentatively accept the is process flow pending further discussions both internally and with CMMC and Contracting.

3.1.3 *Acquiline PRWeb Business Process – DPW Supply*

"To Be" BPR Process for Fort Hood - DPW Supply



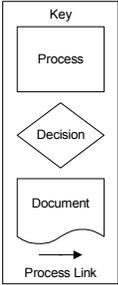
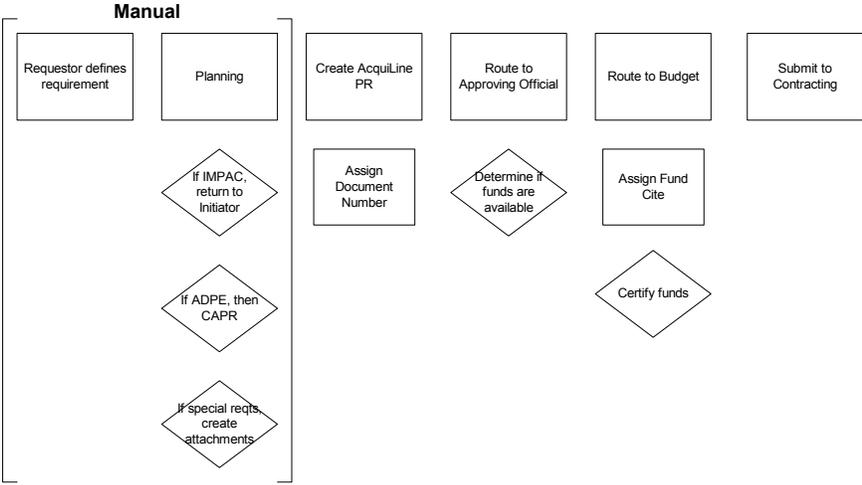
3.1.4 Aquiline PRWeb Business Process – Installation Services



Note:
AcquiLine PR will be used for System 21/Dining Facility installation and assembly (furniture or equipment).
DPW Supply Division assigns document number at the Approving Official office instead of at the Budget Office

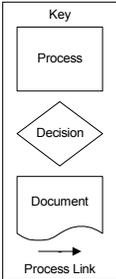
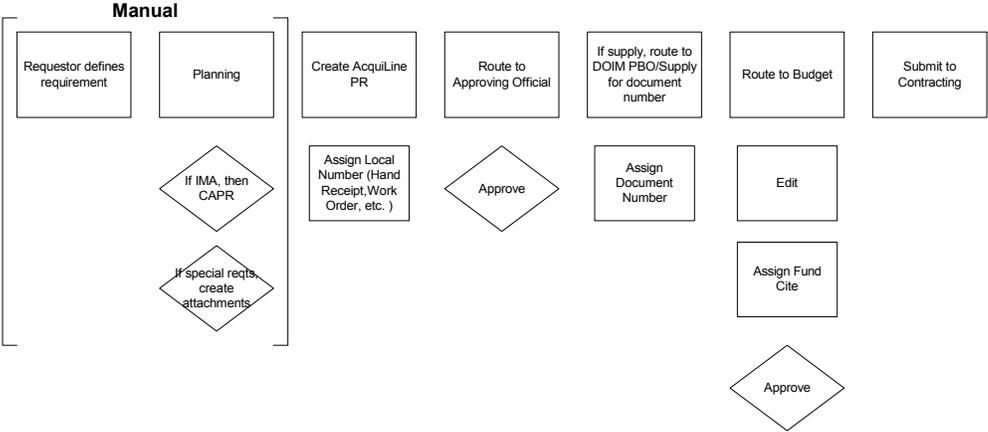
3.1.5 AcquiLine PRWeb Business Process – Division and Non-Divisional Units Services

"To Be" BPR Process for Fort Hood - Division and Non-Divisional Units Services



3.1.6 Aquiline PRWeb Business Process – DOIM Supply (Tier III only) and Services

"To Be" BPR Process for Fort Hood - DOIM Supply (Tier III only) and Services



4. User Support

4.1 Authorized Callers

AMS provides technical and functional phone support to Army *AcquiLine PRWeb* “authorized callers” as part of the annual maintenance. Each server site is entitled to designate two “authorized” plus one additional supplemental caller to call the AMS AcquiLine Telephone Help Desk for *AcquiLine – Customer Request* support. The AcquiLine Help Desk will continue to be the primary point of contact for “authorized callers” 24 hours a day, seven days a week. AMS will be on site at the AMS office in Fairfax to answer calls Monday through Friday from 7:00am – 7:00pm EST. During off-hours, an AMS help desk resource will be available via pager to address critical caller issues.

Authorized callers for Fort Hood AcquiLine users are:

<u>Name</u>	<u>Organization</u>	<u>Telephone</u>
Ms. Judy Wardlow	Contracting Command	288-5301
Ms. Maria Martinez	Contracting Command	287-3246
SSG Mary McCauley	13 th COSCOM	287-8891

Additional authority for authorized callers to represent ICAV and 4ID have been requested, but have not yet been granted.

4.1.1 Help Desk Assistance

If, the *AcquiLine PRWeb* user, Power User, and System Administrator/ Authorized Caller cannot resolve the issue, the System Administrator/Authorized Caller will escalate the issue to the PD² Help Desk located at AMS. Before calling Help Desk, the caller should take the following steps:

1. Make sure the issue is not a misunderstanding of the proper use of the systems described in the *AcquiLine – Customer Request* user manual. The caller should verify that the user followed the steps in the user manual for the procedure or task.
2. Both the Power User and System Administrator/Authorized Caller have reviewed the issue and have been unable to solve the problem.
3. The issue is repeatable with some level of consistency. The caller should try to recreate the problem.
4. Determine the level of importance for the issue.

The AMS PD² Help Desk Analyst will log the call into the help desk database, give the caller an issue tracking number, and assist the caller with the problem. If the analyst is unable to assist the caller, the analyst will assign the issue to a Help Desk specialist. The specialist will work with the caller to either find a solution to the issue or find an acceptable work-around. With the issue

tracking number, the caller can contact the AMS PD² Help Desk at any time to check on the status of an issue.

4.1.2 Documentation Required for Help Desk Assistance:

1. Get a detailed description about the issue.
2. Ask pertinent questions; many issues can be immediately resolved with the correct information. When resolving an issue, too much information is far better than too little. Important questions to ask include:
 - What error messages did you receive?
 - In what window (screen) were you working?
 - What buttons did you push?
 - What data did you enter or select?
3. Once the System Administrator has gathered all the information about the issue, he or she should determine the correct issue severity before calling the AMS PD² Help Desk

4.1.3 The AcquiLine PRWeb Help Desk can be accessed from the AMS PD² Help Desk.

The site's Authorized AMS PD² Help Desk Caller may access the *AcquiLine PRWeb* Help Desk in the same manner and phone number as with AMS PD² Help Desk.

AMS provides the AMS Help Desk to assist authorized callers with any *AcquiLine PRWeb* related issues that a site cannot resolve. The AMS PD² Help Desk Analyst will attempt to find an acceptable resolution to the issue, give the caller an issue identification number, and enter the issue into the PD² issue tracking database.

4.2 Available tools for self-sufficiency

4.2.1 AcquiLine Menu Help Topics

Users are able to obtain a web-based tutorial directly from the startup AcquiLine Menu. To do so, select **Help → Help Topics**. This will connect you to the tutorial with assistance on the following topics: **Introduction, Registration, Navigation, Purchase Request, Attachments, Reports and Summary**.

4.2.2 AcquiLine Web Based Support For System Administrators:

The AcquiLine web site at <http://AcquiLine.amsinc.com> supplies users with valuable information regarding the *AcquiLine PRWeb* application. Online help information can be found under the Product Support heading, with the following topics represented:

Getting Started With AcquiLine:

This is a brief tutorial on the basics of using the *AcquiLine PRWeb* application. The Help Menu within the AcquiLine application accesses its content, and its topics are the same as those listed above.

Registration:

Register here to use the AcquiLine Help Desk or the Knowledge Base. The Knowledge Base is a searchable source of online Frequently Asked Questions that can be used as a resource to resolve issues before calling the Help Desk. Specific users, as determined by AMS and site administrators, have the ability to download AcquiLine documents through this web site. Registered users may submit Incident Reports here as well.

Help Desk:

Use the AcquiLine Help Desk to document a technical problem with the AcquiLine software. *This feature also requires prior user registration.*

4.2.3 *Purchase Request Quad-Fold*

AMS has created and distributed a “Creating a Purchase Request” quad-fold, quick reference guide. These guides are designed to be a quick reference tool that covers most of AcquiLine’s functionality. The guide may be downloaded from the DCSLOG web site, <http://www.hqda.army.mil/logweb/directorates/sm/smhp.htm>.

5. Working With AcquiLine PRWeb

5.1 Getting Started

5.1.1 *AcquiLine PRWebUsers*

- All *AcquiLine PRWeb* users must have a computer with a web browser that supports Java 1.1.4 (Microsoft Internet Explorer 5.0 or higher). Install a web browser, if one is not already installed on the computer.
- Connect to the *AcquiLine PRWeb* home page on the site's web server:
<http://150.114.103.230/acquiline>, Set up a bookmark entry for the web browser for easy access.

5.1.2 *PD² Users*

PD² users who should have access to *AcquiLine PRWeb* routed PR documents will need to upgrade the PD² software on their computer. Replace the **AcquiLine.pbd** on the client machine's PD² directory with the **AcquiLine.pbd** file from the *AcquiLine PRWeb* website.

5.1.3 *User Accounts*

Users shall register on line at <http://150.113.103.230/acquiline> and be approved by the AcquiLine SA (system administrator).

5.1.4 *Registration Policies*

- User Names : The AcquiLine User Name shall be the userid portion of the user's e-mail login. The new naming convention (First name.Last name) shall be used. For example: john.smith.
- User Passwords: The initial password will be selected by the AcquiLine user during registration. It is suggested that the initial password be the same as the current lan/e-mail password. After initial login, the user may change his/her password at any time. The user shall change his/her password when required to change his/her lan/e-mail password.
- Contact Name: Users shall enter military rank, as applicable. It is also suggested that the organization be included in parentheses after the name. For example, SSG John D. Smith (4ID PBO).
- Telephone Numbers: The telephone/fax numbers shall be entered with area code, prefix and suffix (Not DSN), for example, 254-287-2345.

- Requesting Office: New registrations **must include** a requesting office.

5.1.5 Expiring User Accounts

The organization's AcquiLine POC shall notify the AcquiLine SA as soon as feasible when a user no longer requires access to AcquiLine. Reasons may include PCS, security, job changes, etc.

The AcquiLine SA shall disable the user's login upon notification or upon the date requested.

Organizations should consider transfer of AcquiLine information for planned departures or absences. For example, another user can initiate new PRs and listings of PRs in the Outbox and Archives folders can be provided.

Other measures can be taken by the AcquiLine SA to assist, but should only be considered in an emergency.

5.2 AcquiLine and PD² Database Configuration

Organizations must be in the PD² database prior to selection/use by the AcquiLine registrant/user. The PD² SA has ensured that initial Requesting Organizations, Ship To organizations, and the Issuing Office have been entered into PD². Once any users, Groups, and Routing Templates have been entered into AcquiLine, an additional requirement may exist for entering suggested vendors/manufacturers into PD².

If an AcquiLine user cannot find a suggested vendor/manufacturer, the user may request that the contracting office add a vendor. This can be accomplished by the AcquiLine user entering sufficient identifying vendor information into the Comments portion of the Main Form of the PR

Additionally, Ship To organizations must include specific identifying information (building number, bay number, etc). The PD² SA must approve new organizations.

All future organizational addresses will be entered into PD² with the name spelled out and in upper case. Examples are: ACOFS, RESOURCE MANAGEMENT; DIRECTORATE OF LOGISTICS; DIRECTORATE OF INFORMATION MANAGEMENT; DIRECTORATE OF PUBLIC WORKS; 4TH INFANTRY DIVISION.

5.3 Purchase Requests

5.3.1 Background

Fort Hood users may interchangeably use Document Number, Requisition Number, or PR Number, to refer to the same item. This number **is not** the same as the Document Register Number or Document Reference Number utilized by Property Book officials.

5.3.2 PR Numbering Convention

AcquiLine PRWeb requires a **Purchase Request Number** be entered on the PR prior to its being saved.

- A **Purchase Request Number** may not be duplicated in AcquiLine PRWeb.
- A **Purchase Request Number** will be formatted as follows:

<u>Position(s)</u>	<u>Data</u>
1-6	DODAAC
7	Fiscal Year
8-10	Julian Date
11-14	Sequence Number for that Julian Date

NOTE: A dash (-) must be entered between positions 6 and 7 and between positions 10 and 11.

EXAMPLE: W45CMJ-0001-0001

- A PBO can issue a **Document (Property Book) Number** for supply accountability (regardless of non-expendable or expendable). It consists of a 6-character identifier (the DODAAC), 4-digit Julian date, and 4-character serial/control number.
- A **Standard Document Number** (14 characters) is required as part of the 65-character Accounting Classification/fund cite completed/assigned by the Resource Manager/Comptroller. It usually is the PBO Document Number for supply items.

5.3.3 Multiple Line Items on a PR:

AcquiLine allows multiple line items (CLINs) to be entered on a PR. This will be the policy for Fort Hood for both supply and service purchase requests.

Purchase requests which are part of a grouping (e.g., furniture components, ADP components, etc.) are occasionally submitted individually. If so, a statement will be included in the comment block of the primary/first PR listing the range of purchase request numbers that are to be worked by the CCMD as a formal group.

5.3.4 AcquiLine PRWeb Sample

In the example below the Contracting Command has drafted a purchase request to buy two different types of “widgets” that will have to be added to the installation property book. The initiator has entered a temporary PR number in parentheses after the description of the procurement so that when the property book officer changes the PR number he/she will have a way to reference the original action.

- Example of Purchase Request as entered by the initiator:

After approval by the Contracting Commander, the PR would then normally be routed to the Property Book Office for approval and assignment of a permanent PR number. The Property Book officer would then use the Purchase Request/Renumber menu option to assign a permanent PR number.

- Example of Purchase Request as renumbered by the Property Book Officer:

The screenshot shows a software window titled "Purchase Request - W45CMJ-0001-1234". The window contains a form with the following fields and sections:

- Purchase Request** (Section Header)
- Description**: Widgets (CCMD01-0001-0001)
- Purchase Request Number**: W45CMJ-0001-1234
- Requisition Date**: 14-Dec-2000
- DPAS Priority Rating**: [Empty field]
- Priority**: [Empty field]
- Main Form** (Tabbed interface with sub-tabs: Main Form, Line Item, Contracts, Add'l Data)
- Requesting Office**: III CORPS AND FORT HOOD CONTRACTING BUILDING 1001 761ST TANK BATTALION A FORT HOOD, TX 76544-5025
- Issuing Office**: III CORPS AND FORT HOOD CONTRACTING BUILDING 1001 761ST TANK BATTALION A FORT HOOD, TX 76544-5025
- Suggested Vendor(s)**: [Empty list]
- Type of Action** (Radio buttons):
 - Small Purchase
 - Competed Contract
 - Non-Competed Contract
 - Manufacturer Sole Source
 - Delivery Order
 - Task Order
 - Grants/Coops Agreement
 - Sealed Bid
 - FSS/GSA Schedule
 - Commercial
 - NIB / NISH / FPI
- Comments**: [Empty text area]

Warning: Applet Window

As you can see, the initiator is still able to cross reference the new number which has been assigned to his/her PR by the Property Book office to the temporary number that was originally entered because the initiator has entered the temporary PR number in parentheses after the description. If the Property Book Officer needs to assign additional document reference numbers to the CLINS he can do so by entering the additional numbers in the description block for each CLIN.

- Example of additional document reference numbers assigned by the Property Book

Purchase Request - W45CMJ-0001-1234

File Line Item

Purchase Request

Description: Wdigns (CCMD01-0001-0001) Purchase Request Number: W45CMJ-0001-1234

Requisition Date: 14-Dec-2000 DPAS Priority Rating: Priority:

Main Form **Line Item** Contracts Add'l Data

Total Funding: \$0.00 Contract Level Funding New...

** Values may be rounded for display purposes.*

Number	Description	Quantity	Unit of Issue	Unit Cost	Total Cost *
0001	Blue Wdign	6.0	Each	100.00	\$600.00
0002	W45CMJ-0001-1235 - Red Wdign	8.0	Each	150.00	\$1,200.00

Total Cost: \$1,800.00

Warning: Applet Window

The original purchase request number (CCMD01-0001-0001) has now been renumbered to reflect a permanent purchase request number (W45CMJ-0001-1234). An additional document reference number has been assigned to CLIN 0002 (W45CMJ-0001-1235) for the Red Wdigns. This additional document reference number will generally not be of interest to the initiator; it is necessary to facilitate the receiving and issuing processes of the Property Book Office.

5.3.5 Purchase Request – Supplies (Property Book Items)

5.3.5.1 Initiators:

- AcquiLine PR Number decided by each activity and formatted IAW the sample purchase request number in 5.3.2 above.
- In the Purchase Request Description field (not CLIN description field), after Initiator completes a description, he/she will place the PR Number (the one used in Purchase Request Number field to the right) in parentheses behind the description.
- If a CAPR is required, the CAPR number will be included in the description.

5.3.5.2 Property Book Officers (Installation or Divisional):

The PBO will renumber the AcquiLine PR to reflect the DODAAC of the property book (example: W45CMJ). The PBO will enter a document register number within the description for each CLIN contained in the AcquiLine PR.

5.3.5.3 Resource Managers/Comptrollers:

Resource Managers/Comptrollers will enter the fund cite and be the last approver prior to routing to PD². Only Line Item (CLIN) -level funding will be applied to a PR. Contract-level funding will not be used.

5.3.6 Purchase Request – Supplies (Non-Property Book Items)

5.3.6.1 Initiators:

- AcquiLine PR Number decided by each activity and formatted IAW the sample purchase request number in 5.3.2 above.
- In the Description field, after Initiator completes a description, he/she will place the PR Number (the one used in Purchase Request Number field to the right) in parentheses behind the description.
- If a CAPR is required, the CAPR number will be included in the description.

5.3.6.2 Resource Managers/Comptrollers:

Resource Managers/Comptrollers will enter the fund cite and be the last approver prior to routing to PD². Only Line Item (CLIN) -level funding will be applied to a PR. Contract-level funding will not be used.

5.3.7 Purchase Request – Services

5.3.7.1 Initiators:

- AcquiLine PR Number decided by each activity and formatted IAW the sample purchase request number in 5.3.2 above.
- In the Description field, after Initiator completes a description, he/she will place the PR Number (the one used in Purchase Request Number field to the right) in parentheses behind the description.
- If a CAPR is required, the CAPR number will be included in the description.

5.3.7.2 Resource Managers/Comptrollers:

Resource Managers/Comptrollers will enter the fund cite and be the last approver prior to routing to PD². Only Line Item (CLIN) -level funding will be applied to a PR. Contract-level funding will not be used.

5.3.8 Ship To Address and Unit Requirements

All AcquiLine users requesting supplies controlled by the Installation PBO will use the following address as the Shipping/Ship To address:

DIRECTORATE OF LOGISTICS
INSTALLATION PROPERTY BOOK OFFICE
BUILDING 89010, BAY 4
FORT HOOD, TX 76544

Exceptions to this requirement may only be granted by the Installation Property Book Officer.

This address appears in the PD2 database and can be selected in AcquiLine on the **Shipping** tab of each Line Item.

The Property Book Office shall check each routed-PR containing accountable items to ensure that the Ship To address is correct.

The Contracting Command will also check to ensure that the correct address is displayed in the PR prior to award.

Units shall not communicate a different address to the vendor.

5.3.9 Modifications

Users will submit request for modification to an existing award as an AcquiLine requisition. Users may use their original purchase request number with a suffix if desired. For example, if the user is requesting modification 1 to an award and the original purchase request on that award was W45CMJ-0001-0001 then the user may wish to use purchase request number W45CMJ-0001-0001 01 – the original purchase request number with a suffix of “01”.

Use of FHT 715-X7 is no longer required.

5.3.10 SAF Requirements

Users will include the following statement in the comment block on all requisitions that are submitted subject to the availability of funds:

“This requirement is included or provided for in the financial plan for FY __. The accounting classification will be _____. This statement is not a commitment of funds.”

5.3.11 PD² Recipients

The following recipients are identified as those contracting personnel who are in the AcquiLine Group in PD² and who should receive the PR via an AcquiLine Routing Sheet.

Note: The user may see numerous persons in the PD² select list on the AcquiLine Routing Sheet, but only one of the four listed below should be selected. If any PD² user other than the four listed

below receive the PR package, the PR package should be routed to the PD² recipient and NOT returned to AcquiLine.

Who	Type
Nancy Brown	All new PRs or any PR in which the CCMD POC cannot be identified.
MAJ Brad Westergren	PRs intended as Delivery Order(s)/Mods to an existing Contract issued by CCMD (DAKF48) and in which MAJ Westergren is the applicable CCMD KO.
Neta Singley	PRs intended as Delivery Order(s)/Mods to an existing Contract issued by CCMD (DAKF48) and in which Neta is the applicable CCMD KO.
Maureen Huston	PRs intended as Delivery Order(s)/Mods to an existing Contract issued by CCMD (DAKF48) and in which Maureen is the applicable CCMD KO.
Barry Barnett	PRs intended as Delivery Order(s)/Mods to an existing Contract issued by CCMD (DAKF48) and in which Barry is the applicable CCMD KO.

Policy has been established within CCMD that telephone and e-mail will be used to the maximum extent possible to avoid the return of PRs via AcquiLine PRWeb.

5.3.12 PR Retention

It is recommended that users save a copy of their processed PR(s). The Initiator may save a copy at any time since the PR remains on his/her desktop during all processing. Other users may save a copy of any PR that can be seen on the user's desktop, that is, if they are a route recipient, the PR will appear in their desktop. The user must save the PR before approving.

To save the PR:

Highlight it

Select **Purchase Request**→**View Summary**

Select **Print HTML Report**

Select **File**→**Save As** and assign an appropriate filename/location.

5.3.13 Status

Acquiline users can obtain status of their purchase requests from the Acquiline PRWeb system. Status can be obtained for requisitions entered through Acquiline or requisitions previously submitted in paper form.

For detailed instructions on generating a wide variety of user reports and status inquiries follow the instructions given in **Chapter 6 - Reports** of the Acquiline PRWeb Functional User's Guide (page 96) which is attached as **Annex B**.

5.4 Groups

The AcquiLine SA will create Groups based on organizational requests. The organization will establish a naming convention, and the AcquiLine SA will refine for AcquiLine use. Organizations can submit requests for Group names by e-mail. The Groups created by the AcquiLine SA can be seen by all users. Organizations may later decide to request additional Groups be created by the AcquiLine SA.

It is suggested that organizations use Groups for a small set of users with equal signature authority. Routing by Groups implies that all members of a Group receive e-mail when a new PR arrives in the Group's Inbox.

5.5 Templates/Routing

The AcquiLine, SA-created, Routing Templates can be viewed by all users. A user-created Routing Template can be viewed only by the user who created it. The number of users at a site influences the use of Routing Templates. Although Routing Templates serve as filters, the more users and the more SA-created Routing Templates may offset the flexibility of a user locating and selecting the appropriate users for his/her Routing Sheet. There should be a compromise between the number of Routing Templates available to all users and a process that quickly and easily allows a user to identify, locate, and select users for his/her Routing Sheet.

Note that, if an approver is out of the office, the Initiator will have ability to re-route a PR package. In an emergency, the AcquiLine SA can access a user's desktop (by changing password) and re-route as necessary.

5.5.1 Templates

Routing Templates provide filters so that each user does not have to scroll through all users when selecting users to route to.

The AcquiLine SA will create the Routing Templates submitted by organizations. These Templates are visible to all users. Template names shall reflect organizational structure. Each organization shall decide the Template names, description, and users. Each organization will study the overall use of SA-created Templates versus user-created Templates. A suggested request for an AcquiLine Routing Template form was provided to the AcquiLine SA.

Users will create their own Routing Templates as applicable.

5.5.2 Routing

Although PR Initiators must select the PD² recipient, the number of other routing recipients varies by organizational requirements. Organizations shall determine routing style, that is, whether to require PR Initiators to route to a limited number of AcquiLine approvers with some approvers then having the responsibility to complete the routing, or to select all AcquiLine approvers. In general,

- PR initiator will route PR to known approvers only, that is, to the next approver only or to multiple approvers, but only to those approvers he/she knows must be in the routing sheet.
- PR Initiators will, as a minimum, route to all AcquiLine approvers preceding and including the AcquiLine approver who will enter the fund cite.

The last AcquiLine approver in any organizational Routing Sheet shall be the AcquiLine approver who entered the fund cite. Resource Manager/Comptroller is last approver before PR goes to PD².

If the routing continues to other organizations prior to submission into PD², then that user shall be responsible to ensure that the PR package is correctly routed to any other necessary AcquiLine approvers prior to submission into PD².

5.5.3 Routing fundamentals

Note: All references to a PR include a PR with any/all attachments.

Routing is performed only to gain approval and place a PR into PD², that is, a PR cannot be routed just for review and return to creator.

Any user who has a PR on his/her AcquiLine desktop can view the approval history of the PR.

Any user who has a PR on his/her AcquiLine desktop can edit the PR unless the PR is in the creator's Archives folder (implying that it has been submitted to PD² and is now Read Only).

Any user who has a PR in the routing process on his/her AcquiLine desktop can modify the routing sheet/list, except that the PR can not be re-routed to the creator.

PRs cannot be dragged/moved from one folder to another on a user's AcquiLine desktop. AcquiLine automatically changes the location of a PR based on creating, approving, and submitting actions.

Action	AcquiLine placement of PR
User creates PR	PR is placed in creator's Drafts folder
User routes PR using a routing sheet/list	PR is placed in creator's Outbox folder, and an instance (copy) of the PR is placed in the Inbox folder of the first user on the routing sheet (an alert, if alerts are enabled by the SA, is sent to the receiving user)
User receiving PR approves the PR	PR remains in creator's Outbox folder, PR disappears from desktop of user who just approved it, and an instance (copy) of the PR is placed in the

	Inbox folder of the next user on the routing sheet (an alert, if alerts are enabled by the SA, is sent to the receiving user)
User receiving PR rejects PR	PR remains in creator's Outbox folder, PR remains in Inbox folder of user who just rejected it and cannot be returned to creator. This implies that the rejecting user must physically notify the creator that PR has been rejected (user may have already determined that from approval summary) and that the creator must modify, or the rejecting user could edit and continue routing or re-route. PR is also routed to the Inbox of the next user.
All users have approved PR	PR is placed in creator's Archives folder, and PR is placed in PD ² Inbox of the PD ² user selected by the routing sheet.
PD ² user returns PR to AcquiLine (rejects PR)	PR is placed in creator's Draft folder
PD ² user processes PR	PR remains in creator's Archives folder.

5.5.4 Routing Action Recommendations

Each AcquiLine user receiving a routed PR package should automatically and immediately view the approval history to ascertain the approval chain, personnel, and any comments.

Any AcquiLine user, other than the initiator/creator, who desires to print the PR should do so **before** approving the PR.

Since there is no electronic signature, approval is determined by the User Name approving the PR package. Therefore, users should not share passwords.

All AcquiLine approvers or rejecters should use the Comments field in the approval process to provide any applicable comments for the record. Examples could be: a funds certifier indicating a description, quantity, and total estimated cost; any approver stating known exceptions to any policy; a rejecter stating why PR was rejected, the PR Initiator stating the original PR number, PBO stating the PBO document number, etc.

The last AcquiLine user on the routing sheet should have a process to ensure that the PR package is complete and accurate.

The initiator/creator should refresh and check his/her Outbox, Drafts, and Archives folders frequently to assure him/herself that the PR package is processing at a normal and acceptable rate.

PD² recipients of AcquiLine-submitted PR packages should be aware of the "funds certifiers" in applicable routing chains.

Effective use of the KO Notes feature of the PR will assist AcquiLine users in determining rationale for PR packages rejected by PD² recipients.

5.6 Windows 2000/Office 2000:

Although AcquiLine PRWeb has been tested with Windows 2000, FORSCOM DCSLOG must approve for use.

AcquiLine has no problems with Office 2000; however, AcquiLine must submit OLE-compatible documents to PD². Although it appears that it is *okay* for now to use Office 2000 with PD², CCMD requests that organizations submit AcquiLine attachments as Office 97 versions.

6. Acronyms

Acronym	Meaning
AMS	American Management Systems, Inc.
ASCII	American Standard Code for Information Interchange
BPR	Business Process Reengineering
BU	Business Unit
CBT	Computer Based Training
CCR	Central Contractor Registration
COGNOS	COGNOS Corporation, software developer/vendor of Impromptu and PowerPlay
COTS	Commercial Off-the-Shelf
DAMO/G6	Division Automation Management Office
DoD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DOIM	Directorate of Information Management
DOR	Directorate of Readiness
DPW	Directorate of Public Works
DRM	Directorate of Resource Management
DSIC	Digital Systems International Corporation
DUNS	Dunn and Bradstreet Universal Numbering System
FAC	Federal Acquisition Circular
FAR	Federal Acquisition Regulation
FFP	Firm Fixed Price
FSC	Federal Supply Class
FTP	File Transfer Protocol
FY	Fiscal Year
GUI	Graphical User Interface
IA	Interface Agent
IDB	Interface Database
MIPR	Military Interdepartmental Purchase Request
NPS	Non-personal Services
NSN	National Stock Number
OLE	Object Linking and Embedding
PC	Personal Computer

Acronym	Meaning
PD ²	Procurement Desktop-Defense
POC	Point of Contact
PR	Purchase Request
RFP	Request for Proposal
RFQ	Request for Quotation
SA	System Administrator
SAACONS	Standard Army Automated Contracting System
SADBUS	Small And Disadvantaged Business Utilization Specialist
SF	Standard Form
SOW	Statement of Work
SPS	Standard Procurement System
SPS-I	Standard Procurement System Integration
SPS-IM	Standard Procurement System Interface Manager
TMP	Transportation Motor Pool
UDF	User-Defined File
UIC	Unit Identification Code (same as DODAAN)

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Commanding

7. ANNEXES

A. Memorandum, Headquarters United States Army Forces Command, 25 May 2000, subject: Property Request, Receipt, and Accountability Procedures under the Acquiline System.

B. Acquiline PRWeb V2.0 Functional User Guide, 3 October 2000.