

APPENDIX B-73

MASTER AMENDMENT DOCUMENT

1. This document is used to accomplish virtually all changes to recommended buys, purchase requests, and procurement instruments (contracts). The Master Amendment Document is processed in the Procurement Subsystem. Detailed instructions for use and preparation of this document is included in appendix E-506 P, Procedures for Processing Amendment Action Request Changes to Stock and/or Direct Delivery Buys, and appendix E-523 P, Preparation of Award Data. DLA Form 1128 is used to prepare this transaction.

2. The following are the fields in the punched card, sequenced by the Amendment Code:

a. Amendment Code A.

To change data elements applicable to a total Recommended Buy Document or to cancel a Recommended Buy Document which has been suspended in the Procurement Subsystem for lack of funds or insufficient technical data.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter DIC YPE.
Amendment Code	4	Enter A.
Not Used	5	Leave blank.
Document Number	6-23	Enter as follows:
	(6-18)	Recommended Buy Number to which transaction applies.
	(19-23)	Leave blank.
Not Used	24-27	Leave blank.
Part Number	28-42	Enter the Part Number. Entry of the CAGE and Part Number in pos. 28-42 is a mandatory entry when processed with applicable Cancellation Reason Code in pos. 72-73; otherwise, leave blank.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Stock Number	30-42	Enter the Stock Number. Entry of a Stock Number in pos. 30-mandatory entry when processed with applicable Cancellation Reason Code in 72-73; otherwise, leave blank.
Requisition Document Identifier Code	43	Enter the third position of the requisition DIC. This is a mandatory entry only when pos. 72-73 equals ZJ. Code, when entered, must be A, E, 1, or 5; otherwise, leave blank.
Acquisition Unit Cost	44-50	Enter Acquisition Unit Cost applicable to the new NSN/NNSN item. Mandatory entry when processed with Cancellation Reason Code CJ in pos. 72-73.
Not Used	51-55	Leave blank.
Output Routing Code	56-57	Enter new ORC if change is desired; otherwise, leave blank.
Backorder Code	58	Enter new code if change is desired; otherwise, leave blank.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Weapon System Code	59	Enter new code if change is desired; otherwise, leave blank.
Advance Agreement Code	60	Enter N or leave blank. If an RB fails to pass the Parameters Review process a second time, the RB will exit into Tech Data review and convert to a regular PR, (reference appendix F-677B). Otherwise, leave blank if the suspended RB is not involved in the Advance Agreements program.
Not Used	61	Leave blank.
Required Delivery Date	62-66	Enter new RDD if RDD for all Recommended Buy Line Items (RBLIs) is to be changed; otherwise, leave blank.
Not Used	67-71	Leave blank.
Cancellation Reason Code	72-73	Enter applicable code if total cancellation of Recommended Buy is desired; otherwise, leave blank.
Money Priority Requesting Activity	74	If promotion of Recommended Buy for money review is desired, enter: C - Comptroller Request O - Supply Operations Request
Not Used	75-77	Leave blank.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Source Code	78-80	Enter 0 plus Item Manager's (IM's) Output Routing Code (ORC). For DPSC only: Enter H (C&T), I (Subs), or O (Med) plus IM's ORC.

b. Amendment Code B.

To make line item changes to Recommended Buy documents suspended in Procurement Subsystem due to lack of funds or insufficient technical data or to cancel a Recommended Buy line.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter DIC YPE.
Amendment Code	4	Enter B.
Document Number	5-23	Enter document number as follows:
	(5-18)	Enter Recommended Buy number which applies to this transaction.
	(19-23)	Leave blank.
Line Item Number	24-29	Enter 4-digit Recommended Buy Line Item Number to which the transaction applies in pos. 24-27, enter 00 in pos. 28-29.
Blank	30-34	Leave blank.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Acquisition Unit Cost	35-44	If new Acquisition Unit Cost is desired, enter new cost; otherwise, leave blank. Pos. 43-44 are cents. Zero fill unused pos. from left.
Fund Class Code	45-47	Enter new FCC if change is desired; otherwise, leave blank.
Stock Quantity Plus or Minus	48	Increase or decrease the line item quantity, enter as applicable: P - Quantity in pos. 49-55 is an increase. M - Quantity in pos. 49-55 is a decrease.
Stock Quantity Change	49-55	Enter the quantity by which the line item is to be increased or decreased. Zero fill unused columns to the left of the quantity entered.
Blank	56-61	Leave blank.
Required Delivery Date	62-66	Enter new Required Delivery Date if change is desired; otherwise, leave blank.
Blank	67-71	Leave blank.
Cancellation Reason Code	72-73	Enter applicable code to effect total line item cancellation; otherwise, leave blank.
Blank	74-77	Leave blank.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Source Code	78-80	Enter O and IMs ORC, leave blank if forwarding to DP&P. For DSCP only: Enter H (C&T), I (Subs), or O (Med) and IMs ORC; leave blank if forwarding to DP&P.

c. Amendment Code C.

To change Backorder Code, Output Routing Code, Procurement Document Code, Weapons System Code applicable to a total Purchase Request or to cancel the entire Purchase Request.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter YPE.
Amendment Code	4	Enter C.
Document Number	5-23	Enter number to which transaction applies in pos. 5-18; leave pos. 19-23 blank.
Blank	24-27	Leave blank.
Part Number	28-42	Enter the Part Number. Entry of a Part Number in pos. 28-42 or a Stock Number in pos. 30-42 is a mandatory entry when processed with Cancel- lation Reason Code pos. 72-73. When Cancel- lation Reason Code ZJ is used, enter replacing NSN.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Stock Number	30-42	Enter the Stock Number. Entry of a Stock Number in pos. 30-42 or a Part Number in pos. 28-42 is a mandatory entry when processed with Cancellation Reason Code pos. 72-73.
Document Identifier Code	43	Enter third position of the requisition DIC, i.e., 1, 5, A, or E when using Cancellation Reason Code ZJ; otherwise, leave blank.
Acquisition Unit Cost	44-50	Enter the Acquisition Unit Cost applicable to the new NSN/NNSN item. Mandatory entry when processed with Cancellation Reason Code CJ in pos. 72-73.
Blank	51-55	Leave blank.
Output Routing Code	56-57	Enter new ORC if change is desired; otherwise, leave blank.
Backorder Code	58	Enter new code (A, B, Y, or N) if change is desired; otherwise, leave blank.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Weapon System Code	59	Enter new code (Y or N) if change is desired; otherwise, leave blank.
Blank	60	Leave blank.
Procurement Document Code	61	Enter new code if change is desired or leave blank.
Blank	62-71	Leave blank.
Cancellation Reason Code	72-73	Enter applicable code or leave blank.
Blank	74-77	Leave blank.
Source Code	78-80	Enter O and IMs ORC, leave blank if forwarding to DP&P. For DSCP only: Enter H (C&T), I (Subs), or O (Med) and IMs ORC; leave blank if forwarding to DP&P.

d. Amendment Code D.

To change Acquisition Unit Cost, Fund Class Code, Required Delivery Date as well as to increase, decrease, or cancel a Purchase Request line item quantity.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter DIC YPE.
Amendment Code	4	Enter D.
Document Number	5-23	Enter number as follows:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Purchase Request	(5-18)	Enter the Purchase Request to which the transaction applies.
Blank	(19-23)	Leave blank.
Line Item Number	24-29	Enter the 4-digit Purchase Request Line Item Number to which the transaction applies and 00 in pos. 28-29.
Blank	30-34	Leave blank.
Acquisition Unit Cost	35-44	Enter new Acquisition Unit Cost if change is desired; otherwise, leave blank. Positions 43-44 are cents. Right-Justify and zero fill to left.
Fund Classification Code	45-47	Enter new FCC if change is desired; otherwise, leave blank.
Stock Quantity Plus or Minus	48	To increase or decrease the line item quantity, enter as applicable: P - Quantity in pos. 49-55 is an increase. M - Quantity in pos. 49-55 is a decrease. Leave blank if pos. 72-73 is B8.
Stock Quantity Change	49-55	Enter the quantity by which the line item is to be increased or decreased or when pos. 72-73 is B8. Zero fill unused positions to the left of the quantity entered.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Blank	56-61	Leave blank.
Required Delivery Date	62-66	Enter new Required Delivery Date if change is desired; otherwise, leave blank.
Blank	67-71	Leave blank.
Cancellation Reason Code	72-73	Enter appropriate code if total cancellation of line item is required; otherwise, leave blank.
Blank	74-77	Leave blank.
Source Code	78-80	Enter 0 plus IMs ORC, leave blank if being forwarded to DP&P. For DSCP only: Enter H (C&T), I (Subs), or O (Med) plus IMs ORC; leave blank if forwarding to DP&P.

e. Amendment Code E.

To add a new line item (location) and an additional quantity for that location.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter DIC YPE.
Amendment Code	4	Enter E.
Document Number	5-18	Enter the PR Number to which line item is being added.
Blank	19-23	Leave blank.
Line Item Number	24-29	Enter 4-digit PR line item number being assigned to the item being added in pos. 24-27 and 00 in pos. 28-29.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Required Delivery Date	30-34	Enter the Required Delivery Date established for the item being added.
Acquisition Unit Cost	35-44	Enter the Acquisition Unit Cost for the item being added. Pos. 43-44 are cents. Right-Justify and zero fill left.
Fund Classification Code	45-47	Enter the FCC applicable to item being added.
Stock Quantity Plus or Minus	48	Enter as applicable: P - UI has not changed. A - UI has changed.
Stock Quantity Change	49-55	Enter the quantity (in stock UI) of item being added.
National Stock Number or Part Number	56-70	Enter the NSN or part number assigned to item being added.
National Stock Number/Part Number Code	71	Enter appropriate code to identify entry in pos. 56-70.
Location Code	72-74	Enter the 3-character code of consignee of line item being added.
Blank	75-77	Leave blank.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Source Code	78-80	Enter 0 plus IMs ORC, leave blank if forwarding to DP&P. For DSCP only: Enter H (C&T), I (Subs), or O (Med) plus IMs ORC; leave blank if forwarding to DP&P.

f. Amendment Code F.

To divert materiel from one location and establish it at a new location not on the original PR. The total PR quantity is not changed.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter DIC YPE.
Amendment Code	4	Enter F.
Document Number	5-18	Enter PR number against which diversion action is being taken.
Blank	19-23	Leave blank.
Line Item Number	24-29	Enter 4-digit PR Line Item Number from which materiel is being diverted in pos. 24-27, enter 00 in pos. 28-29.
Blank	30-34	Leave blank.
Acquisition Unit Cost	35-44	Enter the Acquisition Unit Cost applicable to the quantity of the new PR line item being added. May be blank if unit cost is not changed because of the diversion. Field pos. 43-44 are cents. Right-Justify and zero fill left.
Fund Classification Code	45-47	Enter FCC applicable to the new PR line item being added. May be blank if FCC is not changed because of the diversion.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Stock Quantity Plus or Minus	48	Enter as applicable: P - UI has not changed. A - UI has changed.
Stock Quantity	49-55	Enter quantity being diverted to the new PR line item.
New Line Item Number	56-61	Enter 4-digit PR line item number assigned to the new PR line item in pos. 56-59 and enter 00 in pos. 60-61.
Delivery Date	62-66	Enter delivery date applicable to new PR line item (2-digit year, 3-digit Julian day).
Blank	67-71	Leave blank.
Location Code	72-74	Enter 3-digit code assigned to destination (consignee) of new PR line item.
Blank	75-77	Leave blank.
Source Code	78-80	Enter 0 plus IMs ORC, leave blank if forwarding to DP&P. For DSCP only: Enter H (C&T), I (Subs), or O (Med) plus IMs ORC; leave blank if forwarding to DP&P.

g. Amendment Code G.

To cancel an entire contract or contract line.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter DIC YPE.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Amendment Code	4	Enter G.
Document Number	5-23	Enter PIIN for which cancellation action is desired as follows:
	(5-10)	Buying Activity Code.
	(11-12)	Fiscal Year.
	(13)	Type of Procurement Instrument Code.
	(14-17)	Serial Number.
	(18-21)	Call/Order Number or Modification Number or blank.
	(22-23)	Call/Order Modification Number or blank.
Contract Line Item Number	24-29	Enter CLIN. Leave blank for total cancellation of PIIN.
Contract Modification Date	30-34	*The effective date of the PIIN or CLIN cancellation. This date is recorded in Cancellation Date field of ACF. Cycle processing date of the DIC YPE amendment code G will be recorded in ACF Date Closed field.
Blank	35-48	Leave blank.
Quantity	49-55	Enter Quantity if pos. 72-73 is B8.
NGOC/DLVC	56-60	*Enter 5-digit contractor code. Leave blank if cancellation applies to a fund only transaction.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Blank	61-71	Leave blank.
Cancellation Reason Code	72-73	*Enter applicable code.
Blank	74-76	Leave blank.
Amendment Action Code	77	*Enter applicable code: 1 - This is a total PIIN cancellation. 2 - Cancellation of LIN contained in pos. 24-29.
Source Code	78-80	Enter 0 plus IMs ORC, leave blank when forwarding to DP&P. For DSCP only: Enter H (C&T), I (Subs), or O (Med), plus IMs ORC; leave blank if forwarding to DP&P.

h. Amendment Code H.

This code is used to make many changes to a Contract Line Item, including those items procured through reimbursable DMUP, from other Services/Agencies or a Military Manufacturing Facility. See appendix E-506 P for detailed instructions as to other uses of this code.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter YPE.
Amendment Code	4	Enter H.
Document Number	5-23	Enter PIIN to which transaction applies as follows: (5-10) Buying Activity Code. (11-12) Fiscal Year.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
	(13)	Type of Procurement Instrument Code.
	(14-17)	Serial Number.
	(18-21)	Call/Order Number or Modification Number or blank.
	(22-23)	Call/Order Modification Number or blank.
Line Item Number	24-29	Enter CLIN which is being maintained or for which a desired followup is being established. Enter zeros if change applies to all lines.
Contract Modification Date	30-34	Obligation or Deobligation Effective Date.
Price	35-44	If a change to the unit price of the line item is desired, enter the new total price. Pos. 43-44 are cents. If no change, leave blank.
Fund Classification Code	45-47	If a change to the FCC is desired, enter the new code; otherwise, leave blank.
Stock Quantity Plus or Minus	48	Enter as applicable: Blank - No change in quantity. P - Quantity is being increased and there has A - Quantity is being increased and there has been a UI change.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
		M - Quantity is being decreased and there has not been a UI change. S - Quantity is being decreased and there has been a UI change.
Stock Quantity Change	49-55	Enter quantity (in stock UI) of the increase or decrease.
Quantity Variance Code	56-58	Enter applicable code.
Value Engineering and Packaging Code	59	Enter applicable code.
Type Pack Code	60	Enter applicable code.
Other Cost Code	61	Enter applicable code.
Contract Delivery Date	62-64	If the delivery date of the contract line item is changed as a result of an official modification, enter new delivery date.
Followup Date	65-69	Enter 5-digit desired followup date.
Warranty	70	Enter W if warranty is available or leave blank.
Termination Code	71	Enter applicable code.
Free On Board (FOB) Code	72	Enter applicable code.
Contract Delivery Date Revision Agent	73	Enter applicable code (see appendix E-506P-16.1).
Reason for Contract Delivery Date Revision	74-75	Enter applicable code (see appendix E-506P-16.1).

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
CAO Recommendation Regarding Delayed Deliveries	76	Enter applicable code (see appendix E-506P-17).
Consideration Code	77	Enter as applicable: Y - Contract delivery date was extended and consideration was received. N - Contract delivery date was extended without consideration. Blank - No entry in pos. 62-66.
Source Code	78-80	Enter 0 plus IMs ORC, leave blank when forwarding to DP&P. For DSCP only: Enter H (C&T), I (Subs), or O (Med) plus IMs ORC; leave blank if forwarding to DP&P.

i. Amendment Code J.

To add a contract line item to an existing contract, thereby increasing the total contract quantity. New summary CLINs for incremental delivery schedules are added by preparing an abbreviated YPE-J/YPF-J transactions. Incremental add-ons are accomplished by submitting a DIC YPE-J/YPF-J for each incremental line.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter YPE.
Amendment Code	4	Enter J.
Document Number	5-23	Enter PIIN to which the line item is being added.
Line Item Number Summary CLIN must Contain an A Last Position of CLIN.	24-29	Enter CLIN assigned to line item being added.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Contract Delivery Date/ Modification Date. Must be last CDD on Incremental Deliveries.	30-34	Enter delivery date (calendar year and day) of the line item being added.
Price Summary Total for Incremental CLINs.		Enter the total (extended) price for line item. Pos. 43-44 are cents.
Fund Classification Code not Required when Adding Header Data, Summary CLINs.	45-47	Enter the applicable FCC if pos. 76 is D or S; otherwise, leave blank.
Stock Quantity Plus or Minus. Must be Summary CLIN Total on Incremental CLINs.	48	Enter as applicable: P - There has been no change to UI. A - There has been a change to UI.
Stock Quantity Change must be Summary CLIN Total for Incremental Deliveries.	49-55	Enter quantity (expressed in stock UI) of line item being added.
National Stock Number or Part Number. Not Required when Adding Header Summary CLINs.	56-70	Enter NSN or CAGE Part Number assigned to line item being added.
National Stock Number or Part Number Code Not Required when Adding Header Summary CLINs.	71	Enter code which describes entry in pos. 56-70: Blank - Number is NSN. 1 - Part Number requisitioned within CONUS. 2 - Part Number requisitioned Overseas. 3 - A school supplies part number. 4 - All other part number. 9 - NSN is not recorded in NIR.

<u>FIELD</u> <u>LEGEND</u>	<u>FIELD</u> <u>POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
		NOTE: Entry in pos. 71 must be blank when pos. 76 contains an S; otherwise, transaction will reject on appendix F-1.
Location Code	72-74	Enter 3-digit character identification assigned to destination (consignee) of line item. Leave blank if direct delivery.
Blank	75	Leave blank.
Stock Buy/Direct Delivery Code	76	Enter as applicable: D - Line item being added is for a direct delivery. S - Line item being added is for stock. M - Line item being added is for MIPR/Local Purchase.
Amendment Control Code	77	Enter a separate numeric or alpha character for each YPE submitted.
Source Code	78-80	Enter 0 plus IMs ORC, leave blank when forwarding to DP&P. For DSCP only: Enter H (C&T), I (Subs), or O (Med) plus IMs ORC; leave blank if forwarding to DP&P.

j. Amendment Code K.

To divert a total or partial quantity of a contract line item to another location. Do not use for diverting materiel from one contract line item number to another existing contract line item number.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter YPE.
Amendment Code	4	Enter K.
Document Number	5-23	Enter the PIIN of the instrument against which diversion action is being taken as follows:
	(5-10)	Buying Activity Code.
	(11-12)	Fiscal Year.
	(13)	Type of procurement instrument code.
	(14-17)	Serial Number.
	(18-21)	Call/Order number or modification number or blank.
	(22-23)	Call/Order modification number or blank.
Line Item Number	24-29	Enter the line item number of the CLIN from which a quantity is being diverted.
Blank	30-34	Leave blank.
Price	35-44	If a different price applies to new CLIN, enter the total (extended) price for the quantity diverted. System will compute new unit price. If diversion does not change the price, leave blank. Pos. 43-44 are cents.
Fund Classification Code	45-47	Enter the FCC which applies to the new CLIN.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Stock Quantity Plus or Minus	48	Enter as applicable: P - There has not been a change in the unit of issue. A - There has been a change in the unit of issue.
Stock Quantity Change	49-55	Enter the quantity (in stock unit of issue) being diverted.
Line Item Number	56-61	Enter the CLIN assigned to the location to which materiel is being diverted.
Delivery Date	62-66	Enter the Delivery Date applicable to the line item number in pos. 56-61.
Blank	67-71	Leave blank.
Location Code	72-74	Enter the 3-character identification assigned to the destination (consignee) of the new CLIN. Leave blank if direct delivery.
Blank	75	Leave blank.
Stock Buy/Direct Delivery Code	76	Enter as applicable: D - New line item is consigned to a direct delivery point. S - New line item is consigned to a stock point.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Amendment Control Code	77	Enter a separate numeric or alpha character for each YPE submitted.
Source Code	78-80	Enter O and IMs ORC, leave blank when forwarding to DP&P. For DSCP only: Enter H (C&T), I (Subs) or O (Med) plus IMs ORC; leave blank if forwarding to DP&P.

k. Amendment Code M.

To cancel an incompleated or suspended contract or to promote a suspended contract in money review.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter YPE.
Amendment Code	4	Enter M.
Document Number	5-23	Enter PIIN of proposed contract as follows:
	(5-10)	Buying Activity Code.
	(11-12)	Fiscal Year.
	(13)	Type of procurement instrument code.
	(14-17)	Serial Number.
	(18-21)	Call/Order Number or Modification Number or blank.
	(22-23)	Call/Order Modification Number or blank.
Blank	24-71	Leave blank.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Cancellation Reason Code	72-73	Enter applicable code or leave blank to promote a suspended contract.
Money Priority Requesting Activity	74	Enter P (Procurement request) or C (Comptroller request). Leave blank to cancel an incomplete or suspended contract.
Blank	75-77	Leave blank.
Source Code	78-80	Enter O plus IMs ORC. For DSCP only: Enter H (C&T), I (Subs) or O (Med) plus IMs ORC.

1. Amendment Code N.

To make a bulk fund decrease to a contract.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter YPE.
Amendment Code	4	Enter N.
Document Number	5-23	Enter PIIN of contract to which the decrease applies as follows:
	(5-10)	Buying Activity Code.
	(11-12)	Fiscal Year.
	(13)	Type of procurement instrument code.
	(14-17)	Serial Number.
	(18-21)	Call/Order Number or Modification Number or blank.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
	(22-23)	Call/Order Modification Number or blank.
Line Item Number	24-29	Enter Line Item Number of any contract line item having a sufficient value to absorb the amount of the decrease. If no one CLIN has a sufficient value, it will be necessary to submit several transactions for different line items until the full decrease is covered.
Contract Modification Date	30-34	Enter the effective date of the action pos. 30-31 represents the 2-digit CY and pos. 32-34 the Julian date.
Price	35-44	Enter the amount of the decrease (not exceeding the total CLIN value). Pos. 43-44 are cents.
Blank	45-77	Leave blank.
Source Code	78-80	Enter the DSO symbol for DSO in pos. 78 and ORC of originator in pos. 79-80, leave blank if forwarding to DP&P. For DSCP only: Enter the appropriate DSO pos. 78 and ORC of originator in pos. 79-80, leave blank if forwarding to DP&P.

DSO	
<u>SYMBOL</u>	<u>EXPLANATION</u>
D	C&T
M	Subs Comptroller
C	Med

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
		DSO
		<u>SYMBOL</u> <u>EXPLANATION</u>
		F C&T
		G Subs Technical
		S Med Operations
		H C&T
		I Subs Supply
		Operations
		O Med
		J C&T
		K Subs
		Procurement
		P Med

m. Amendment Code P.

To cancel a proposed contract amendment which has appeared on the Unfunded Procurement Report and for which funds will not be made available.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter YPE.
Amendment Code	4	Enter P.
Document Number	5-23	Enter PIIN of proposed contract amendment being canceled.
Line Item Number	24-29	Enter the contract amendment CLIN to be canceled. Enter zeros if the cancellation action applies to the entire amendment.
Blank	30-77	Leave blank.
Source Code	78-80	Enter 0 plus IMs ORC, leave blank if forwarding to DP&P. For DSCP only: Enter H (C&T), I (Subs) or O (Med) plus IMs ORC; leave blank if forwarding to DP&P.

n. Amendment Code Q.

To cancel a quantity increase resulting from the processing of Amendment Code D or E, when the Purchase Request appears on the Unfunded Procurement Report and funds will not be made available to cover the increased quantity.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter YPE.
Amendment Code	4	Enter Q.
Document Number	5-18	Enter PR Number in pos. 5-18.
Blank	19-23	Leave blank.
Line Item Number	24-29	Enter PR line item to which proposed amendment applied.
Blank	30-77	Leave blank.
Source Code	78-80	Enter O plus IMs ORC, leave blank if forwarding to DP&P. For DSCP only: Enter H (C&T), I (Subs) or O (Med) plus IMs ORC; leave blank if forwarding to DP&P.

o. Amendment Code S.

This code is used to change the Location Code (RIC) for stock buys only, in the Active Contract File and Due-In File for misdirected shipments when the contractor ships materiel to the wrong location, i.e., a different location from that specified in the contract. For Incremental Delivery Schedules, the change must be made at the summary level. See appendix E-506 P for further instructions and limitations in the use of this code.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter YPE.
Amendment Code	4	Enter S.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Number	5-23	Enter PIIN for which location code is to be changed. Begin in pos. 5 and leave unused spaces blank.
Line Item Number Summary CLIN for Incremental Delivery Schedules (A, pos.29)	24-29	Enter CLIN for which location is to be changed. Start in pos. 24 and leave unused spaces blank.
Blank	30-71	Leave blank.
Location Code	72-74	Enter new code to which materiel was actually shipped.
Blank	75-77	Leave blank.
Source Code	78-80	Leave blank when (from) is being forwarded to DP&P. When amendment is to be released to ODS, enter the DSC symbol for DSO in pos. 78 and ORC of the originator in pos. 79-80. For DSCP only: Enter the appropriate DSO symbol shown below in pos. 78 and ORC of originator in pos. 79-80, leave blank if forwarding to DP&P.

DSO	
<u>SYMBOL</u>	<u>EXPLANATION</u>
D	C&T
M	Subs Comptroller
C	Med
F	C&T
G	Subs Technical
S	Med Operations

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>	
		DSO	
		<u>SYMBOL</u>	<u>EXPLANATION</u>
		H	C&T
		I	Subs Supply Operations
		C	Med
		J	C&T
		K	Subs Procurement
		P	Med

p. Amendment Code Z. This code is used for adjustments and maintenance to Incremental CLINs. This transaction is utilized to change incremental quantities and contract Delivery/Followup Dates (Estimated Issuable Dates), although depending on the change a separate transaction must be created.

NOTE: Incremental adjustments and maintenance to processed through the Due-In File. The primary mode for these transactions is through SAMMSTEL (see appendix E-234 P). Manual transactions should only be prepared when SAMMSTEL terminals are nonoperational.

(1) To add or delete an incremental CLIN, or increase or decrease an incremental quantity, prepare DIC YPE-Z in the following format:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
DIC	1-3	Always YPE.
Amendment Code	4	Enter Z.
PIIN	5-23	Enter PIIN in pos. 5-17 and call/order or modification number in pos. 18-23.
Summary CLIN	24-28	Enter first five posi- tions of the summary CLIN.
First Incremental CLIN	29	Enter last position of the incremental CLIN. Must equal B through N (except I).

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Incremental Action Code	30	<p>Enter the code which identifies the action taken against the incremental cited in pos. 29:</p> <p>A - Add new incremental. D - Delete existing incremental. P - Increase quantity of existing incremental. M - Decrease quantity of existing incremental.</p>
Quantity	31-36	<p>Enter the net quantity change. If pos. 30 contains a D, enter entire incremental quantity.</p>
Second through Sixth Incremental CLINs	37-76	<p>Enter additional incrementals to be added/updated. Pos. 37 through 44 apply to the second incremental, pos. 45 through 52 apply to the third incremental, etc., in the same format as pos. 29 through 36. A separate incremental action code and quantity is required for each incremental change. A maximum of six incrementals may be added/updated per transaction. When additional updates are required, submit a second transaction with the next sequential incremental in pos. 29.</p>

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Amendment Action Code

77

Enter the code which reflects the net effect of the various incremental actions on the summary quantity:

- A - Net increase
(system will create a DIC YPE-H to increase the summary quantity).
- B - Net decrease
(system will create a DIC YPE-H to decrease the summary quantity).
- B - Net decrease
- N - No change.
- 2 - Two DIC YPE-Z transactions submitted.

When another DIC YPE-Z is submitted to effect further quantity changes against the same summary CLIN, enter 2 in the first YPE-Z. Enter A, B or N in the second YPE-Z. If only one transaction is submitted, pos. 77 must equal A, B or N.

Source Code

78-80

*Leave blank when from is being forwarded to DP&P. When amendment is to be released to ODS, enter the DSC symbol for DSO in pos. 78 and ORC of the originator in pos. 79-80. For DSCP only: Enter the appropriate DSO symbol shown below in pos. 78 and ORC of originator in pos. 79-80, leave blank if forwarding to DP&P.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
		DSC
		<u>SYMBOL</u> <u>EXPLANATION</u>
		H C&T
		I Subs Supply Operations
		C Med

(2) To change an Incremental CDD or to post a Followup Date (EID) to the Due-In File, prepare a DIC YPE-Z in the following format:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
DIC	1-3	Always YPE.
Amendment Code	4	Enter Z.
PIIN	5-23	Enter PIIN in pos. 5-17 and call/order or modification number in pos. 18-23.
Summary CLIN	24-28	Enter the first five positions of the summary CLIN.
First Incremental CLIN	29	Enter last position of the incremental CLIN. Must equal B through N (except I).
Contract Delivery Date/Followup Date	30-34	Enter CDD/Followup Date which applies to the incremental CLIN in pos. 29.
Second through Eighth Incremental CLINs	35-76	Enter additional incremental CDD/Followup Date changes. Pos. 35-40 apply to the second incremental, pos. 41 to 46 to the third incremental, etc., in the same format as pos. 29 through 34. A maximum of eight

FIELD
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		CDD/Followup Date changes may be included on a transaction. When additional updates are required, submit a second transaction with the next sequential incremental in pos. 29.
Amendment Action Code	77	Enter the applicable code: C - CDD change applies. F - Followup Date change applies. When action applies to the last incremental, system will create a DIC YPE-H to update the summary CDD or post a Followup Date.
Source Code	78-80	Leave blank when from is being forwarded to DP&P. When amendment is to be released to ODS, enter the DSC symbol for DSO in pos. 78 and ORC of the originator in pos. 79-80. For DPSC only: Enter the appropriate DSO symbol shown below in pos. 78 and ORC of originator in pos. 79-80, leave blank if forwarding to DP&P. DSC <u>SYMBOL</u> <u>EXPLANATION</u> H C&T I Subs Supply Operations C Med