

APPENDIX B-111

CONTRACT AWARD DOCUMENT

1. The YPA transaction is used to establish, maintain, change, and correct contract data in the Active Contract File of the Contracting Subsystem. One YPA transaction is prepared for each award and provides information applicable to the entire contract rather than to individual line items. One supplemental YPA transaction is prepared for each award where the specified data is being established or maintained. The use of the supplemental YPA for input of MDN and Bailment Code is applicable only to DSCP-T. Detailed instructions for use and preparation of this card for MIPRs and Project Orders are outlined in appendix E-523 P, Preparation and Processing of Award Input. DLA Form 725 is used to prepare this transaction.

2. The following are the fields in the YPA transaction:

<u>FIELD</u> <u>LEGEND</u>	<u>FIELD</u> <u>POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter YPA.
Procurement Instrument Identification Number	4-22	Enter PIIN assigned to the award. Format of the number for transaction input by DP&P is: pos. 4-9 Buying Activity Code pos. 10-11 Fiscal Year pos. 12 Type of Procurement Code a. Where the purchase order number is assigned manually, a code in the M or W series will be used. b. Purchase orders mechanically generated as the result of SASPS Phase II will be assigned a code in the P or V series.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
		pos. 13-16 Serial Number
		pos. 17-22 Call/order number modification number or blank. If pos. 12 is A or D, pos. 17-20 is a mandatory entry.
Award Date	23-27	Enter effective date of award (2-digit calendar year and 3-digit day).
NGOC/DLVC	28-32	Enter 5-digit code assigned to contractor.
State/Country Code	33-34	Insert code for state or country where contractor will perform.
Report Code	35-38	Enter 4-position Report Code.
Blank	39	Leave blank.
Incremental Delivery Indicator	40	Enter Y for Incremental Delivery or leave blank.
Socio-Economic Code	41	Enter mandatory code (see appendix A-110).
Price Competition Code	42	Enter appropriate code.
Administration Location	43-45	Enter 3-digit code.
Value Engineering Clause Code	46	Enter Y for VE Clause in award. Enter N for no VE Clause in award.
Fast Pay/Unpriced Purchase Code	47	Enter: P - Unpriced Purchase Order not fast pay. Y - Fast pay. N - Not Fast Pay or Unpriced Purchase Order.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
		Z - Unpriced Purchase Order - Fast Pay. A - Certificate of Conformance. B - Certificate of Conformance and Unpriced Purchase Order.
Payment Office	48-49	Enter 2-position code.
Type of Quotation	50	Leave blank.
Criticality Designator Code	51	Enter applicable code.
Blank	52	Leave blank.
Contract Total Value	53-62	Enter total value of all line items on award. Enter cents in pos. 61-62, dollars in pos. 53-60, zero fill from left.
Option Provision Date	63-67	Enter calendar year and day earliest option expires, if applicable; otherwise, leave blank.
Discount Period Code	68-69	Enter 2-position time code. To be entered by DP&P. Otherwise, zero fill.
Percentage Code	70-71	Enter 2-position percentage code. To be entered by DP&P. Otherwise, zero fill.
Provision Designator Code #1	72-73	Enter code for the clauses to be incorporated in the purchase order; otherwise, leave blank.
Provision Designator Code #2	74-75	If additional clauses not covered by entry in pos. 72-73 are required, enter Provision Designator Code for such additional clauses; otherwise, leave blank.

<u>FIELD</u> <u>LEGEND</u>	<u>FIELD</u> <u>POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Contract Action Code	76	<p>Enter as applicable:</p> <ul style="list-style-type: none"> 0 - Post award data to system files. Award document will be manually prepared. 1 - Post award data to system files, computer to print award document. To be entered by DP&P. 2 - This transaction is to maintain (change) contract data contract data previously posted to system files. 3 - Supplemental DIC YPA required. Post award data to system files. Award document will be annually prepared. 4 - Supplemental DIC YPA required. Post award data to system files, computer to print award document. To be entered by DP&P.
Error Correction Code	77	<p>If purpose of input is to change/correct a YPA recycling in the SAMMS recycle file, enter C; otherwise, leave blank. Entry in this field is not required with YPA corrections to data posted in the ACF; i.e., contract action code 2 corrections.</p>
Source Code	78-80	<p>Enter 0 in pos. 78 and IMs ORC in pos. 79-80. For DSCP only:</p> <p>Enter H (C&T), I (Subs), or O (Med) in pos. 78 and IMs ORC in pos. 79-80.</p>

3. The following are the fields in the Supplemental YPA transaction:

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Document Identifier Code	1-3	Enter YPA.
Procurement Instrument Identification Number	4-22	Enter the initial YPA PIIN when posting supple- mental award data (pos. 76 must be 5) or enter PIIN of contract requiring correction to supplemental data previ- ously posted to the ACF (pos. 76 must be 6).
Manufacturing Directive Number	23-25	At DSCP-T enter the Manu- facturing Directive Number assigned to the PIIN in pos. 4-22; otherwise, leave blank.
Bailment Code	26	At DSCP-T enter: Y - Bailment Type Award N - Non-Bailment Type Award Entry is required when an MDN is entered in pos. 23-25; otherwise, leave blank.
Remit to Code	27-31	Enter the CAGE Code assigned to the payment address if payment will be made to an address that is different than the address where the item will be manufac- tured; otherwise, leave blank. Enter XXXXX if the purpose of the transaction is to delete a Remit To Code in the ACF (Contract Action Code 6).
Blank	32-75	Leave blank.

<u>FIELD LEGEND</u>	<u>FIELD POSITIONS</u>	<u>EXPLANATION/INSTRUCTIONS</u>
Contract Action Code	76	Enter: 5 - This transaction is to post supplemental award data to system files. 6 - This transaction is to maintain (change) supplemental contract data previously posted to the ACF.
Error Correction Code	77	If purpose of input is to change/correct a Supplemental YPA recycling in the SAMMS recycle file, enter C; otherwise, leave blank. Entry is not required for YPA corrections to supplemental data posted in the ACF; i.e., contract action code 6 corrections.
Source Code	78-80	Enter 0 in pos. 78 and IMs ORC in pos. 79-80. For DPSC only: enter H (C&T), I (Subs), or O (Med) in pos. 78 and IMs ORC in pos. 79-80.