

APPENDIX E-231 P

ACTIVE CONTRACT FILE INQUIRY BY CRT REMOTE (VERB SPHA/SPHP)

1. FORM USED

None. If inquiry to the CRT is to be accomplished by a person other than the final user, use blank paper instead of a specific form. Specific inquiry data elements are outlined in paragraph 4 below.

2. REASON/CRITERIA FOR PREPARATION

To obtain current status of a specific active contract file by PIIN/CLIN; or obtain current status of the abbreviated format, Verb SPHP.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

- a. Requisition Processing Branch/ESOC.
- b. Commodity Branches.

4. PROCEDURES/INSTRUCTIONS FOR PROCESSING

a. Action:

- (1) Key in Verb SPHA, or SPHP (comma).
- (2) Depress ENTER key.

b. Response: Input screen will be displayed with the cursor placed in the first field position to be entered.

c. Action: Key in data elements as follows:

(1) Item 1, PIIN - Key in the Procurement Instrument Identification Number. If the PIIN is less than 17 positions, the cursor must be manually moved to the next field by depressing the Forward Tab Key.

(2) Item 2, OUTPUT MODE for Verb SPHA - Enter Code 1 (CRT display only), (Printout only), 3 (CRT display and printout), 4 (will release a YPH-A transaction into SAMMS) or leave blank. (If blank, will default to Mode 1.) OUTPUT MODE for Verb SPHP - Blank (CRT visual display only), 5 - Inquire Numbers of CLINs on PIIN. See note at end of display format.

(3) Item 3, PRINTER-ID - Key in Printer Identification (ID) Number or leave blank. (If blank, will default to printer with last two positions of ID equal to last 2 positions of CRT ID.)

(4) Item 4, SOURCE CODE - Enter Directorate (e.g., O, P, S) and ORC of individual making inquiry or leave blank.

(5) Items 5A through 5E CLIN(s) - Enter up to five Contract Line Item Numbers beside items 4A through 5E. If no CLINs are entered, the entire award will be displayed/printed.

(6) Depress ENTER key.

d. Response: A successful entry will result in a display of data elements as listed in subparagraph 5a below. An invalid entry will result in display of an error response at the bottom of the screen as noted in subparagraph 5c below.

#### 5. SCREEN RESPONSE DATA ELEMENTS

a. The following data will appear on the screen for page 1 elements:

(1) TIME - Time of inquiry.

(2) DATE - Date of inquiry.

(3) PAGE - Report page number.

(4) TITLE - Title of report.

(5) CAGE - Commercial and Government Entity Code (FSCM).

(6) VENDOR NAME - Self-explanatory.

(7) SOURCE CODE - Directorate (e.g., O, P, S) and ORC of person making inquiry.

(8) PIIN - Procurement Instrument Identification Number (e.g., Contract No.).

(9) AWD DT - Award Date.

(10) C/D - Criticality Designator Code.

(11) ST - State/Country Code.

(12) REPT CD - Report Code.

(13) ADMIN LOC - Administering Location Code.

(14) PAY - Payment Office Code.

(15) CURRENT STOCK NUMBER

(16) LINE NR - Contract Line Item Number.

(17) PR NUMBER - Purchase Request Number.

(18) PR LN - Purchase Request Line Item Number.

(19) CONTRACT QTY - Contract Quantity.

(20) U/I - Unit of Issue.

- (21) STD U/P - Field will reflect the Acquisition Unit Cost.
- (22) HISTORICAL STOCK NUMBER - Original National Stock Number (NSN) or Part Number recorded in ACF.
- (23) S/P - Stock or Part Number Code.
- (24) IMC - Item Manager Code.
- (25) O/P - Ownership/Purpose Code.
- (26) COND - Condition Code.
- (27) W/S - Weapons Systems Code.
- (28) SPC - Source of Procurement Code.
- (29) AAC - Acquisition Advice Code.
- (30) B/O - Backorder Code.
- (31) RDD - Required Delivery Date.
- (32) PROJ - Project Code.
- (33) N/E - NMCS/ANMCS Indicator.
- (34) WSC - Weapon System Code.
- (35) TLR - Type Logistics Reassignment Code.
- (36) APPR DT - Recommended Buy Approval Date.
- (37) WEIGHT - Self-explanatory.
- (38) CUBE - Self-explanatory.
- (39) PDC - Procurement Document Code.
- (40) VEP - Value Engineering and Packaging Code.
- (41) BR - Branch (Procurement/Supply).
- (42) BUYER - Buyer/Item Manager Code.
- (43) SOLICIT - Solicitation Date.
- (44) CONTRACT U/P - Contract Unit Price.
- (45) WTY - Warranty Code.
- (46) TIC - Termination Indicator Code.
- (47) CANC RSN - Cancellation Reason Code.
- (48) CANC DT - Date of Cancellation.

(49) CANC IND - Cancellation Indicator Code (Requisitioner has requested cancellation).

(50) CANC QTY - Quantity Canceled (Quantity canceled by requisitioner).

(51) FCC - Funds Classification Code.

(52) DISCOUNT - Discount Percent/Period Code.

(53) CONTRACT DEL DT - Contract Delivery Date.

(54) N/A - Negotiated/Advertised Code.

(55) PCC - Procurement Commodity Code.

(56) V/E - Value Engineering Clause Code.

(57) F/P - Code to indicate applicability of Fast Pay Procedures.

(58) OPTION DT - Option Provision Date.

(59) QTY VAR - Quantity Variance Code and Percentage.

(60) FOB - F.O.B. Inspection and Acceptance Points.

(61) OC CD - Other Cost Code.

(62) OBLIG DT - Obligation Date.

(63) DEL AGT - Contract Delivery Date Revision Agent (used in conjunction with Followup Date).

(64) DEL RSN - Reason for Contract Delivery Date Revision (used in conjunction with Followup Date).

(65) CAO REC - CAO Recommendation Regarding Delayed Deliveries.

(66) DEL EXT DT - Delivery Extended Date (date delivery was extended).

(67) CONSID - Consideration Date (used in conjunction with Delivery Extended Date).

b. The same data from page 1 for Report Title, Time, Date, Page, Source Code, PIIN and LINE NR will repeat on page 2 along with the following data elements:

(1) QTY SHIP - Quantity Shipped.

(2) DT SHIP - Date Shipped.

(3) MODE - Mode of Shipment.

(4) F/U DT - Followup Date (applicable to delinquent contracts).

- (5) REC QTY - Received Quantity.
- (6) REC DT - Received Date.
- (7) LOC - Routing Identifier Code of Storage Location for Stock Buys.
- (8) GFM - Government Furnished Materiel Code.
- (9) REP - Representative Buy Code (Y indicates Representative Buy).
- (10) O/S DT - Out-of-Stock Date.
- (11) SAC - Special Annotation Code.
- (12) STUDY DT - Study generation date of recommended buy and/or date amendment transaction is prepared for a line item add.
- (13) EXPEND DATE - Expenditure Date.
- (14) FIC - Funding Information Code (indicates final or partial payment; Q represents final and N represents partial).
- (15) EXPEND QTY - Expended Quantity.
- (16) EXPEND DOLLARS - Expended Dollar Value.
- (17) OBLIG ADJ DOLLARS - Obligation Adjustment Dollar Value.
- (18) PROG DOLLARS - Program/Advance Payment Dollar Value.
- (19) PA FIC - Program/Advance Funding Information Code.
- (20) COND L QTY - Quantity in Stock Condition L.
- (21) OBLIG DOLLARS - Obligation Dollar Value.
- (22) DISB VOUCHER NR - Disbursing Officer Voucher Number.
- (23) DATE CLOSED - Date Line Item Closed.
- (24) SALES INFO - Sales Information Code (Identifies Type of Sale - Stock or direct Delivery).
- (25) BILLED QTY - Self-explanatory.
- (26) GAIN LOSE QTY - Financial Gain/Loss Quantity.
- (27) WRITE-OFF QTY - Contract quantity where contractor has not sent invoice in for payment.
- (28) PUR U/I - Purchase Unit of Issue.
- (29) CONV - Conversion Factor.
- (30) SRPC - Special Reimbursable Provision Code.

- (31) GFM U/C - Government Furnished Materiel Unit Cost.
- (32) MFG U/C - Manufacturer's Unit Cost.
- (33) MDN - Manufacturing Directive Number.
- (34) BLM - Bailment Code.
- (35) PGC - Procurement Group Code.
- (36) 1PMIC - Precious Metals Indicator Code.
- (37) REQUISITION NR - Self-explanatory.
- (38) SUPP ADR - Supplementary Address.
- (39) SIG - Signal Code.
- (40) FUND - Requisition Fund Code.
- (41) DIST - Distribution Code.
- (42) REQN DIC - Requisition Document Identifier Code.
- (43) PRI - Priority of Requisition.
- (44) A/S - Advice/Status Code.
- (45) EI - Exception Indicator.

NOTE: Interrogation by use of Verb SPHP - A blank output mode will display an abbreviated format of the PIIN. Output mode 5 will display the same but on initial display will display the total CLIN count for the award and the last CLIN on the PIIN.

c. When an error condition reply is provided, compare keyed input with the inquiry request and reinput correct inquiry as required. Following are examples of error messages which will occur.

<u>ERROR MESSAGE</u>	<u>EXPLANATION AND/OR ACTION</u>
UNMATCHED TO ACF	PIIN does not match a record in the ACF. Check for error in PIIN. If found, correct and reenter. If error not found, return to originator.
DATA ERRORS IN ITEM <u>(5B 5C)</u>	Correct errors and reinput. If no error found, return to originator.

#### 6. DISPOSITION OF FORM AFTER FINAL ACTION

Originating personnel will use the computer generated response to inquiry for the purpose intended.