

U.S. Coast Guard FSMS Job Aid



13April22

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How Do I Create an Award for Pollution Removal Funding Authorization (PRFA)

HOW DO I CREATE AN AWARD FOR A POLLUTION REMOVAL FUNDING AUTHORIZATION (PRFA)

This portion of the job aid goes over how to create an award for pollution response funding authorizations

The roles required for this portion of the job aid will be:

UCG Miscellaneous Obligation Preparer

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

SECTIONS

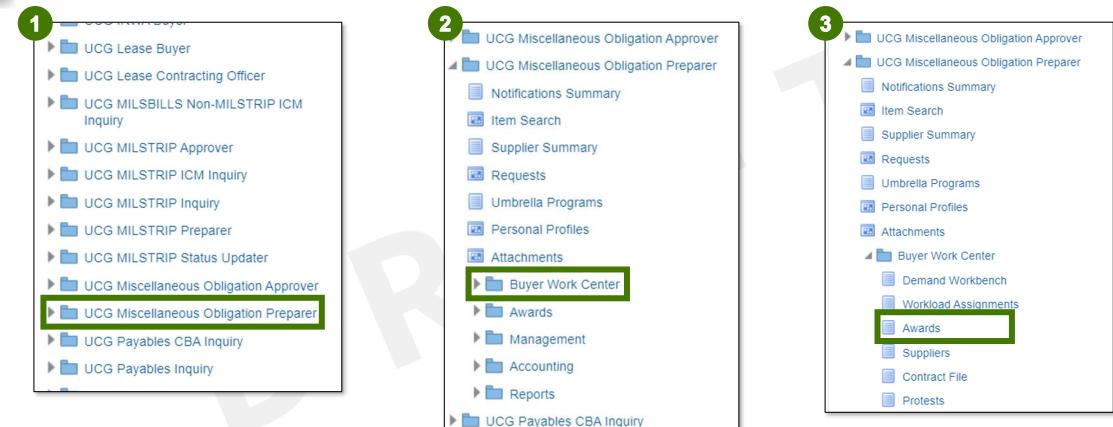
- **<u>1.</u>** How To Create an Award
- **<u>2.</u>** How To Complete the Award Header
- **<u>3.</u>** How To Verify Addresses and Suppliers
- **<u>4.</u>** How To Create Award Lines
- 5. How To Update Award Schedules
- 6. How To Create Award Distributions

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- **<u>7.</u>** How To Verify Vendor Eligibility on an Award
- 8. Bypass Creating A FPDS-NG Reporting Detail For An Award
- **9.** How To Check Funds on an Award
- **<u>10.</u>** How To Validate an Award
- **<u>11.</u>** How To Submit an Award for Approval



How To Create An Award– Steps 1, 2, & 3



Step 1: Click on the UCG Miscellaneous Obligation Preparer link

Step 2: Click on the Buyer Work Center link

Step 3: Click on the Awards link



How To Create An Award – Step 4

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Step 4: Click the Create dropdown button and select UCG Misc Ob

Click the **Go** button to create the award

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ndicates	required field	
leader	Addresses and Supplier Details Lines	Schedules Distributions
	Operating Unit	UCG Organization
	Award Type	~
	Source IDV	≥ Q
	Umbrella Program	
	Fair Opportunity Reference	N Q
	Award	70Z?22MOXXXXXX
		Edit Document Number
	Undefinitized	INO
	Supplier	Q,
	Supplier Site	٩,
	Supplier Contact	Q
	Communication Method	Print
		🗌 Fax
		E-Mail
	External IDV Number	
		Referenced external IDV or GSA schedule number

Step 1: Click the Edit Document Number link



e Buyer will fill out the UCG Misc Ob ields
e Document Number is made up of five
 70Z for all leases <i>Year</i> – This field will default to the
nt fiscal year am Office Identifier – This field is
am office ID for the office making the
I
Code – This will always be MO for
Ilaneous Obligations
<i>Number</i> – Will automatically populate erial number based on the amount of Is made by program office ID

step 2: Click the **Ok** button to apply the do number to the award



Create UCG Misc Ob

* Indicates required field	
----------------------------	--

3

Header	Addresses and Supplier Details Lines	Schedules Distributions
	Operating Unit	UCG Organization
	Award Type	~
	Source IDV	⇒ Q
	Umbrella Program	
	Fair Opportunity Reference	<u>⊿</u> Q
	Award	70Z04922MO0000044
		Edit Document Number
	Undefinitized	No
	Supplier	Q,
	Supplier Site	٩
	Supplier Contact	٩,
	Communication Method	Print
		Fax
		🗌 E-Mail
	External IDV Number	
		Referenced external IDV or GSA schedule number

<u>Step 3</u>: Use the search and select feature to enter the supplier details*

Note – For Federal Entities, Select the appropriate supplier (i.e. Federal Trading Partner – Servicing Agency) by clicking the corresponding quick select button

Note – Federal Trading Partners start with an ALC, user should either search by ALC or put a % before the name of the Federal Trading Partner (example: %Department of Homeland Security)

Note – If the Federal or Non-Federal Entity does not come up when using the Search and Select tool, you will need to submit a <u>Supplier</u> <u>Request Form</u> to FIN-SMB-FSMS-Vendorsupport@uscg.mil



ereate UCG Misc Ob

Header	Addresses and Supplier Details Lines	Schedules Distributions	
	Operating Unit	UCG Organization	
	Award Type	Award 🗸	
	Source IDV	∠ Q	
	Umbrella Program		
	Fair Opportunity Reference	<u>⊳</u> Q	
	Award	70Z04922MO0000044	
		Edit Document Number	
	Undefinitized	No	
	Supplier	ENVIRONMENTAL PROTECTION WE	Q
	Supplier Site	ZTCPELFB6M84	Q
	Supplier Contact	L	Q
	Communication Method	Print	
		🗌 Fax	
		🗌 E-Mail	
	External IDV Number		
		Referenced external IDV or GSA schedule num	ber

Step 4: Click the Award Type dropdown and Select Award*

Note – The Award Type for all Misc. Obligations shall always be Award



Effective Date	12-Apr-2022 🐞		
Total	0.00 USD 🔟 🔍		
Total Excluding Options	0.00 USD		
Undefinitized Total	0.00 USD		
Total Fund Value	0.00 USD		
* Buyer	PERE, TERESA M.	N Q	
Award Administrator	Q		tep 5: Click in the
Contracting Officer	THOMAS, ROBERT J. 🔄 🔍		 Effective Date field
Description		1	 nd select the date one award
Confirming Award	No 🗸		
Standard Form	MISCOB 🗸		
Document Format	MISCOB 🗸		
Control Type	~		



Effective Date	12-Apr-2022 📸	
Total	0.00 USD 🔟 🔍	Ste
Total Excluding Options	0.00 USD	liste
Undefinitized Total	0.00 USD	field
Total Fund Value	0.00 USD	
* Buyer	PERE, TERESA M. 🔟 🔍	app
Award Administrator	2 Q	Ob
Contracting Officer	THOMAS, ROBERT J. 🔄 🔍	obli Obl
Description		
Confirming Award	No 🗸	
Standard Form	MISCOB 🗸	Ver
Document Format	MISCOB 🗸	anc
Control Type	~	MIS

Step 6: Verify that the name listed in the contracting officer field is the person who will be approving the Misc. Obligation award (i.e. obligation) as the Misc. Obligation Approver

Verify that the Standard Form and Document Format have *MISCOB* selected

NOTE: This does <u>**not**</u> have to be the same person who signs the funded order as the Obligation Approving Official per policy



Terms						
Payment Terms	IMMEDIATE		<u> ⊲</u> Q	8	Contract - maneing	
Pay On Receipt	No 🗸				* Default Ship-To Location	37090 SECTOR CHARLESTON Defau Q
Acknowledge By					Ship via	2 4
Bilateral Indicator	None	~			Freight Terms	≥ Q
Number of Signed Copies						

Step 7: Enter Immediate into the Payment Terms field

Step 8: Verify the Ship-To Location



9			
Miscellaneous Obligation Information			
* Miscellaneous Obligation Type	National Pollution Funds Center (NPF	Does RWA Include Capitalizable?	[⊿] 0,
Utility Type	≥ Q		
WCF Assessment			

Step 9: Ensure the **Miscellaneous Obligation Type** selected is National Pollution Funds Center PRFA/INRDA

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How To Verify Addresses And Suppliers – Step 1

Indicates	required field		
Sear	ch		
P			

Step 1: Click on the Addresses and Supplier Details link



How To Verify Addresses And Suppliers – Step 2

X						
	All Details Hide All Details	1			Contact	
Detai	ls Address Type	Location	Address Code		Contact	
	Issuing Office	31150 BASE CHARLESTON PROC & Q	Z31150	ъ	PERE, TERESAM.	١ (
	COR Office	31150 COR BASE CHARLESTON FAG	Z31150	⊻ Q		K
	Administration Office	70Z036 Regional Support Team (RST _ Q	70Z036	∃ Q	PERE, TERESAM.	R
	Requesting Office	37090 SECTOR CHARLESTON PREV Q	Z37090	∃ Q	FOSTER, DERRIO D.	R
	SBA Office	P R		⊻ Q		R
	Property Administration Office	P R		∃ Q		R
	Invoice Office	USCG FINANCE CENTER $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	Z51800	⊿ Q		K
)	Payment Office	USCG FINANCE CENTER	Z51800	y Q		7

<u>Step 2:</u> Enter the appropriate information in the required *Address* fields as required using the *Search and Select* icon:

- Administration Office: This will be the contracting office administering the Assisted Acquisition. The location name will start with 70Z0XX
- **COR Office**:Will be the OPFAC who will be managing the award, if applicable. (**Note –** A POC shall not be entered for Misc Ob's, however will cause a warning during validation. The Award will still be able to be submitted)
- Invoice Office: Will be USCG Finance Center
- Issuing Office: Will be the OPFAC and POC for who is issuing the award (Same as the Administration Office)
- Payment Office: Will be USCG Finance Center
- Property Administration Office: Not applicable
- Requesting Office: Will be the OPFAC and POC for who put in the requisition
- SBA Office: Not required for Misc Ob Awards

How To Verify Addresses And Suppliers – Step 3

3 Supplier Details				Step 3: Federal Entities 1. Ensure the <i>EFT Indicator</i> is selected
			Refresh IPP S	2. Verify the address information is correct
EET Evolusion Desson	EFT Indicator	Doing Business As Remit To Address		3. Select US Federal Vendor for SAM Exception Reason
EFT Exclusion Reason Unique Entity Identifier		EFT	ZTCPELFB6M84	4. Ensure Exclude from IPP is selected
Remit To Address Detail	601 57TH STREET SE, CHARLESTON, WV 25304, US	CAGE Code TIN Number		5. Click the Save button
SAM Registration Indicator SAM Registration Status		Physical Address	601 57TH ST SE, CHARLESTON, WV 25304, US	Step 3: Non-Federal Entities 1. Ensure the <i>EFT Indicator</i> is selected
SAM Exception Reason	×	Supplier Contact Name		2. Verify the address information is
Supplier Size Socio Economic Information	*	Phone Number Email		correct
Original Supplier Name	ENVIRONMENTAL PROTECTION WEST VIRGINIA D Do not Send Vendor to IPP	IPP Award Status		3. Verify Supplier IPP Status and Select Exclude for IPP if applicable
IPP Status	Exclude from IPP			4. Click the Save button

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How to Create Lines on an Award – Steps 1 & 2

1	pdate	UCG Misc Ob 70Z049	22MO	0000027	
	* Indicates	required field			
	Searce	ch			
	Header	Addresses and Supplier Details	Lines	Schedules	Distributions

Step 1: Click the Lines link

Step 2: Click the Edit Lines button to edit line details

					_														
ade	er	Addresses and Sup	pplier Details	Line	s Schedules Di	istributi	ons												
		Operating	Unit UCG O	rganiz	ation			Status Incor	nplete				Total	0.00 USD					
Fi	Indir	g Source is applica	ble for Informa	tional	lines only. To enter Fu	unding					tions.								
ele	ct Li	nes: Actions	Link to Requ	iest Lir	nes 🗸	Go	Organize Line	es 📑 💢 😂									-		
		*Line	Exhibit	Info	* Туре	ltem	*Description	*Category	*Contra Type	ct	Qty	Unit P	rice Amount	Need-By		Add SLIN	Funding Source	Option	Action
	⇒	0001	Q		Misc 3-Way 🔟 🔍			⊿ Q	COST	*			0		6	÷		÷	/
	⇒	0002	<u>ي</u> و		Misc 3-Way 🔟 🔍			_⊥ Q	COST	~			0		i o	÷		÷	/ 1
	•	0003	⊔ Q		Misc 3-Way 🔟 🔍			⊿ Q	COST	~			0		Ē.	÷		÷	/ 1
	÷	0004	⇒ Q		Misc 3-Way 🔟 🔍			⊿ Q	COST	~			0		Ē.	÷		÷	/ 1
		0005	N Q		Misc 3-Way 🔟 🔍			⊿ Q	COST	~			0		i e	4		4	2 🗊



How to Create Lines on an Award – Steps 5 - 7

Update Line 0001 (UCG Misc Ob 70Z04922MO0000044)	Cancel Actions Add Another Line V Go Previous Line Next Line Apply	Step 3: Ensure Misc 2-Way is selected for the Line Type
Operating Unit UCG Organization Information Line * Indicates required field * Indicates required field * Line Type Misc 2-Way • OPA - Harbor Point Yacht Club - Marina Supplier Item Action Undefinitized No Option Line	Currency USD Currency USD Contract Type FFP V Firm Fixed Price Cost Constraint * Extended Price Cost Constraint * Extended Price Cost Constraint Currency USD Firm Fixed Price Cost Constraint (Extended Price = Quantity * Unit Price) Total Undefinitized Amount Line Total 0.00 (Line Total = Extended Price + Total Undefinitized Amount) Negotiated No V	 Step 4: The Description shall include the following items: PRFA – Project Name and Federal Project Number Recipient Agency Name Address Unique Entity Identifier Tax ID Number Step 5: Category shall be MISC Step 6: Contract Type shall be FFP Step 7: Click the Pricing
	Reserved No	Details Link



How to Create Lines on an Award – Step 8

			Step 8: Complete the pricing details
irm Fixed Price			Pricing details must always be in the below format
Quantity	7	10000	Quantity = Total Cost
UON	Dollars, U.S.	≥ Q	UOM = Dollars, U.S.
Unit Price		1	Unit Price = 1
Extended Price	10000		
Calculate OK			Click the Calculate button
			Click the Ok button



Step 9: Click the Apply button

pdate Line 0001 (UCG Mis	c Ob 70Z04922MO0000044)	Cancel Actions	Add Another	Line	~	Go	Previous Line	Next Line	Appl
Operating Unit	UCG Organization		Currency	USD					
ndicates required field									
Exhibit	<u> ⊲</u> Q,		* Category	MISC			_ ∠ Q		
* Line Type	Misc 2-Way 🔟 🔍	C	ontract Type	FFP	~				
* Description	OPA - Harbor Point Yacht Club -	Cos	t Constraint	Firm Fixed	Price	~			
Supplier Item		* Ext	ended Price	10,000.00	Pricing	Details	3		
Action				(Extende	d Price = (Quantit	y * Unit Price)		
Undefinitized	No	Total Undefiniti	zed Amount						
	Option Line		Line Total	10,000.00)				
				(Line Tota	I = Extend	ded Pric	e + Total Undefin	itized Amoun	t)
			Negotiated	No 🗸					
			Reserved	No					



How to Create Lines on an Award – Step 10

Step 10: Click the Save button to apply the changes you made

irmation click Save to finaliz UCG Misc C		/ou ma	de to the line.												
e UCG Misc C		/ou ma	de to the line.												
	b 70Z049														
		22M	O0000044		Cancel Action	s Add Contract Te	erms		~	Go Gene	rate DHS Form 1501	<u>S</u> ave	Approval	Options	s Sub <u>m</u>
s required field															
ch															
Operating	Unit UCG Or	rganiza	tion					itions		Total	10,000.00 USD				
								nions.							
*Line	Exhibit			Item			* Contract Type	Qty	Unit	Price Amoun	t Need-By	Add SLIN	Funding Source	Option	Actions
0001	_⊨ Q		Misc 2-Way 🔄 🍳		OPA - ≑ Harbor	MISC 🔟 🍳	FFP 🗸			10000	60	•		÷	/ 🗊
0002	<u></u> 2		Misc 3-Way 🔄 🍳			<u>⊳</u> Q	COST 🗸			0	60	+		÷	/ 🗊
di ∟	Addresses and Su Operating ing Source is applic ines: Actions *Line 0001	Addresses and Supplier Details Operating Unit UCG Or ing Source is applicable for Informations: Actions Link to Requ	Addresses and Supplier Details Line Operating Unit UCG Organization ing Source is applicable for Informational I ines: Actions Link to Request Line * Line Exhibit 0001 Info	Addresses and Supplier Details Lines Schedules I Operating Unit UCG Organization ing Source is applicable for Informational lines only. To enter F ines: Actions Link to Request Lines ~ * Line Exhibit Info * Type 0001 Image Misc 2-Way Image	Addresses and Supplier Details Lines Schedules Distribution Operating Unit UCG Organization ing Source is applicable for Informational lines only. To enter Funding ines: Actions Link to Request Lines G * Line Exhibit Info * Type Item 0001 Image Misc 2-Way Image	Addresses and Supplier Details Lines Schedules Distributions Operating Unit UCG Organization ing Source is applicable for Informational lines only. To enter Funding Source, the Parentines: Actions Link to Request Lines Go * Line Exhibit Info * Type Item * Description 0001 Image Misc 2-Way OPA - + *	Addresses and Supplier Details Lines Schedules Distributions Operating Unit UCG Organization Status Incom ing Source is applicable for Informational lines only. To enter Funding Source, the Parent Line should not contines: Actions Link to Request Lines Go Organize Lines Image: Control of Control	Addresses and Supplier Details Lines Schedules Distributions Operating Unit UCG Organization Status Incomplete ing Source is applicable for Informational lines only. To enter Funding Source, the Parent Line should not contain any distributions ines: Actions Link to Request Lines Go Organize Lines Image: Contract Type * Line Exhibit Info * Type Item * Description * Category * Contract Type 0001 Image: Operation Misc 2-Way Image: Operation Misc Image: Operation FFP Image: Operation	Addresses and Supplier Details Lines Schedules Distributions Operating Unit UCG Organization Status Incomplete ing Source is applicable for Informational lines only. To enter Funding Source, the Parent Line should not contain any distributions. ines: Actions Link to Request Lines ✓ Go Organize Lines Image: Contract Type Image: Contract Type Image: Contract Type Qty * Line Exhibit Info * Type Item * Description * Category * Contract Type Qty 0001 Image: Contract Type Image: Con	Addresses and Supplier Details Lines Schedules Distributions Operating Unit UCG Organization Status Incomplete ing Source is applicable for Informational lines only. To enter Funding Source, the Parent Line should not contain any distributions. Info Type ines: Actions Link to Request Lines Go Organize Lines Image: Contract Type Image	Addresses and Supplier Details Lines Schedules Distributions Operating Unit UCG Organization Status Incomplete Total ing Source is applicable for Informational lines only. To enter Funding Source, the Parent Line should not contain any distributions. Info Type Go Organize Lines Image: Contract Type Image: Contt	Addresses and Supplier Details Lines Schedules Distributions Operating Unit UCG Organization Status Incomplete Total 10,000.00 USD ing Source is applicable for Informational lines only. To enter Funding Source, the Parent Line should not contain any distributions. Info Type Go Organize Lines Image: Contract Type Imag	Addresses and Supplier Details Lines Schedules Distributions Operating Unit UCG Organization Status Incomplete Total 10,000.00 USD ing Source is applicable for Informational lines only. To enter Funding Source, the Parent Line should not contain any distributions. Info Type Go Organize Lines Image: Contract Type Imad	Addresses and Supplier Details Lines Schedules Distributions Operating Unit UCG Organization Status Incomplete Total 10,000.00 USD ing Source is applicable for Informational lines only. To enter Funding Source, the Parent Line should not contain any distributions. Go Organize Lines Image: Contract Type Go Organize Lines Image: Contract Type Image: Contrate Type Image: Contract Type	Addresses and Supplier Details Lines Schedules Distributions Operating Unit UCG Organization Status Incomplete Total 10,000.00 USD ing Source is applicable for Informational lines only. To enter Funding Source, the Parent Line should not contain any distributions. Image: Actions Link to Request Lines Go Organize Lines Image: Actions Info Type Item Description * Category * Contract Type Qty Unit Price Amount Need-By Add Surce Option 0001 Image: C-Way Image: C-Wa



How to Create Lines on an Award – Step 11

Step 11: Changes will be applied and unused lines will be deleted

Jpda	te UCC	Misc O	b 70 Z 0492	22M	0 0000044		Cancel /	Actions	Add Contract	Terms			~	G	Gene	erate DHS For	m 1501	<u>S</u> ave	Approval	Options	Sub <u>m</u> i
Indica	ites require	d field																			
▶ Se	arch																				
Heade	er Addre	sses and Sup	oplier Details	Lines	s Schedules Di	istributio	ons														
🗊 Fi	undina Sou		Unit UCG Or	_	ation ines only. To enter Fu	undina S	Source, the Pa	arent Lin	Status Incom		tributi	ions.			Total	10,000.00 U	ISD				
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	*Lin)	Exhibit	Info	* Туре	ltem	* Descriptio	on *C	ategory	*Contrac Type	t	Qty (Unit I	Price	Amount	Need-By		Add SLIN	Funding Source	Option	Actions
	⇒ 0001		_⊥ Q		Misc 2-Way 🔟 🔍		OPA - Harbor	÷ MI	ISC 🔟 Q	FFP	~		1	10000			Ē.	÷		4	<i>)</i>

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How to Update Award Schedules – Steps 1 & 2

3	* Indicates required field										
_	Search										
	Header Addresses and S	Supplier Det	ails Lines Sch	edules	Distributio	ns					
						_					
earcl	h										
		nes Schedu	ules Distributions								
			ules Distributions		Status	ncomplete		10	,000.00 USD		
der i	Addresses and Supplier Details Lin	nization		🌣 🗸 🔠		ncomplete		10			
der ,	Addresses and Supplier Details Lir Operating Unit UCG Organ	nization	Go 💢 🎜 🖻				mount Need-By		,000.00 USD Period Of Performance Start Date	Period Of Performance End Date	Action

Step 1: Click the Schedules link

Step 2: The details for the award schedules will display showing the Delivery Location. The Period of Performance Dates should be updated to reflect the period of performance for the PRFA



How to Update Award Schedules – Step 3

Jpc	la	te	UC	G Misc Ob 70Z0492	2 MO 00000)44 Cance	Actio	ns	Add C	ontract Terms		~	Go	Generate DHS Form 1501	<u>S</u> ave	Approval Option	s Sub <u>m</u> it
* Ind	ica	tes	requi	ired field													
▶ 8	Sea	ar	ch														
Hea	ade	er	Addi	Iresses and Supplier Details	ines Sched	ules Distributions											
				Operating Unit UCG Org	anization			9	Status	Incomplete			1	0,000.00 USD			
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C		Li	ne Li	ine Description	* Schedule	*Location	*Org	Qty	Unit	Price	Amount	Need-By		Period Of Performance Start Date	Period O Performa Date		Actions
C		00	01 UC En	PA - Harbor Point Yacht Club - arina Federal Project Number: CGPE22702 West Virginia nvironmental Protection Agency harleston, WV UEI: Tax ID:	1	37090 SECTOR CH	UCG			10000			Č.	19-Apr-2022 00: 📸	01-Jun-2	2022 00: 📸 🥖	' Rjî

Step 3: Click the Save button to apply changes

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

SECTIONS

- **<u>1.</u>** How To Create an Award
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- **10.** How To Validate an Award
- **<u>11.</u>** How To Submit an Award for Approval



Create Award Distributions – Steps 1 & 2

	proval Options S
0	Generate DHS Form 1501 <u>S</u> ave Ap

Step 1: Click the *Distributions* link

Step 2: On the Actions dropdown Select Create Default Distributions and Click the Go button



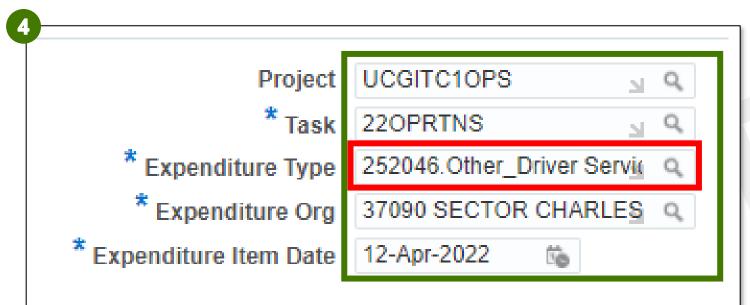
Create Award Distributions – Step 3

date UCG Misc Ob 70Z04922MO0000044	Cancel Actions Create Default Distributions	Ƴ Go	Generate DHS For	rm 1501 <u>S</u> ave	Approval Options	s Sub
Search						
eader Addresses and Supplier Details Lines Schedules Distributions	s					
Operating Unit UCG Organization	Status Incomplete	1	10,000.00 USD			
Select Distributions Actions Global Update 🗸 🕝 🛛	✿ ▾ ▥ ▾					
arge Acct				Activity	А	ctions

Step 3: A new distribution line will be created, Click the Edit icon



Create Award Distributions – Step 4



Step 4: Enter the correct POET information for the new award line

Note – The Expenditure Type for all Non-Federal Entities is 252046

Note – The Expenditure Type for all Federal Entities is 253014

Note – The Expenditure Item Date must be the date that the modification is being created

Click the Apply button



Create Award Distributions – Step 5 (For Federal Entities Only)

Context Value US F		* *		
	ederal Attributes	\checkmark		
US Fe	ederal Attributes			
BETC DISE	3 <u>1</u> Q			
Trading Partner TAS		2	Q,	
Trading Partner BETC	Q			

Step 5: Scroll to the Additional Information section, the Context Value will display US Federal Attributes, Click the dropdown and select the blank Context Value, then select US Federal Attributes again

Note: Since Assisted Acquisitions actions are done with a Federal Agency, the user will need to enter the Trading Partner Treasury Account Symbol (TAS) and Business Event Type Code (BETC) information. The BETC will populate based off the Trading Partner TAS Code chosen

Click the *Trading Partner TAS Search and Select* button, Utilize the Search and Select feature to select the appropriate Trading Partner TAS for the Assisted Acquisition

Note – This step will not be completed if using a Non-Federal Entity

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

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HOW TO VERIFY VENDOR ELIGIBILITY FOR FEDERAL ENTITIES



How To Verify Vendor Eligibility For An Award for Federal Entities– Steps 1 & 2

Cancel Actions Verify Vend	or Eligibility	~	Go <u>S</u> ave	Approval Optio	ons Sub <u>m</u> it			
						_		
Vendor Eligibility Details								
Verify Vendor Eligibility Refresh 🧮	C 🖻 🌣 🗕 🏢							
Supplier	Supplier Site 🛆	DUNS Number 🛆	Eligibility Status	Performed On $ riangleq$	Performed By	Approved without Check	Exception Reason	
70010103 - Department of Homeland Security	700101031			13-Feb-2022 15:47:27	UCGCLM, TWENTY		US Federal Vendor	Ý
Vendor Eligibility History								
🚊 😂 🖙 🔅 🔻 🎟								
Supplier	Supplier Site	DUNS Number	Rela	ted Offers	Status	Performed On	Performed By	Error
No Vendor History Exists								
Return to Update UCG Misc Ob								

Step 1: Click on the Actions Dropdown button and select Verify Vendor Eligibility and Click the Go button

Step 2: The Verify Vendor Eligibility page will display. Click the Approved Without Check checkbox.

Note: The Performed On and Performed By fields will populate with the current date and name of the user

Click the *Exception Reason* dropdown button and select *Us Federal Vendor*

Click the Save button



How To Verify Vendor Eligibility For An Award for Federal Entities – Step 3

🔒 Confirmation

Vendor Eligibility details have been saved

Step 3: A confirmation message will display.

Click the Return to Update UCG Misc Ob link

HOW TO VERIFY VENDOR ELIGIBILITY FOR NON-FEDERAL ENTITIES



How To Verify Vendor Eligibility For An Award for Non-Federal Entities – Steps 1 & 2

Cancel Actions Verify Ven	oor Fligipility	r	✓ Go	<u>Save</u> Appr	oval Options	Sub <u>m</u> it		
	idor Eligibility			True White	oral options	ous <u>m</u> r		
								_
erify Vendor Eligibility								S
endor Eligibility Details								
Verify Vendor Eligibility Refresh 💢	2 🖻 🌣 🕶 🖩]						
Supplier 🗠	Suppl	ier Site 🛆	Unique Entity Identifier $ riangle$	Eligibility Status	Performed On $ riangle$	Performed By	Approved without Check	Exception Reas
NVIRONMENTAL PROTECTION WEST VIRG	BINIA D ZTCPE	ELFB6M84	ZTCPELFB6M84					
endor Eligibility History								
🕱 😂 🖙 🌣 🕶 💷								
Supplier Sup	oplier Site	Unique	Entity Identifier	Related Offers	s Status	Performed	On Performed E	By Error
No Vendor History Exists								

Step 1: Click on the Actions Dropdown button and select Verify Vendor Eligibility and Click the Go button

Step 2: The Verify Vendor Eligibility page will display. Click the Verify Vendor Eligibility button

Click the Save button



How To Verify Vendor Eligibility For An Award for Non-Federal Entities – Step 3

Vendor Eligibility check details have been refreshed	for the supplier								_
Verify Vendor Eligibility									5
/endor Eligibility Details									
	🔅 🗶 🏢								
Verify Vendor Eligibility Refresh 🧮 🎜 🕞									
Supplier $ riangle$	Supplier Site 🛆	Unique Er	ntity Identifier $ riangle$	Eligibility Status	Performed On $ riangle$	Performed By	Approved	without Check	Exception Rea
Supplier ENVIRONMENTAL PROTECTION WEST VIRGINIA D	-	Unique En ZTCPELF		Eligibility Status Eligible	Performed On △ 12-Apr-2022 13:06:21	-		without Check	Exception Rea
Supplier 🛆	Supplier Site $ riangle$					-		without Check	Exception Rea
Supplier ENVIRONMENTAL PROTECTION WEST VIRGINIA D Vendor Eligibility History	Supplier Site $ riangle$	ZTCPELF		Eligible		THOMAS, ROBER		without Check Performed	
Supplier △ ENVIRONMENTAL PROTECTION WEST VIRGINIA D Vendor Eligibility History	Supplier Site ZTCPELFB6M84	ZTCPELF	B6M84	Eligible	12-Apr-2022 13:06:21	THOMAS, ROBER	αJ.	Performed	By △ E

<u>Step 3:</u> Click the Return to Update UCG Misc Ob link

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Bypass Creating A FPDS-NG Reporting Detail For An Award – Step 1



Step 1: Click the Actions Dropdown button and select Update FPDS-NG Reporting Information

Click the Go button



Bypass Creating A FPDS-NG Reporting Detail For An Award – Step 2

Operating Unit	UCG	Ruver	PERE, TERESA M.	
	Incomplete	Currency		
	ENVIRONMENTAL PROTECTION WEST VIRGINIA D	Amount Funded Amount	10000	
Supplier Site	ZTCPELFB6M84	Tunded Anount	10000	
Reporting Details				
	Reporting Method Exempt Image: Constraint of the second seco	~		
Return to Update UCG Misc Ob				

The Preparer will scroll to the Reporting Details section:

Step 2: Click the *Reporting Method dropdown* button and select *Exempt*

Click the *Exemption Reason dropdown* button and select *Transaction is for a Miscellaneous Obligation*



Bypass Creating A FPDS-NG Reporting Detail For An Award – Step 3

Confirmation				
Car 70Z04922MO0000044 has been successfully save	ed.			
Jpdate Award 70Z04922MO0000044:	Edit FPDS-NG Reporting Information			Cance S
Operating Unit	UCG	Buyer	PERE, TERESA M.	
Status	Incomplete	Currency	USD	
Supplier	ENVIRONMENTAL PROTECTION WEST	Amount	10000	
	VIRGINIA D	Funded Amount	10000	
Supplier Site	ZTCPELFB6M84			
Reporting Details				
	Reporting Method Exempt			
	* Exemption Reason Transaction is for a Miscellaneous Obligation	~		
		-		
Return to Update UCG Misc Ob				

Step 3: Click the **Save** button. A confirmation message will display stating the FPDS-NG Reporting Detail has been saved.

Click the *Return to Update UCG Misc. Ob* link

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How To Pe	erform A Funds	Check Or	n An Awa	ard – Steps ´	1 &
1 Cance <u>l</u> Action	s Check Funds	~	Go <u>S</u> ave	Approval Options	Sub <u>m</u>
2 (i) Information	on				
Your Budgetar	y Control action completed	d successfully.		View Results	<u>0</u> K

Step 1: Click on the Actions Dropdown button and select Check Funds

Click the **Go** button

Note: If funding is available, an information message will display in a new window confirming that the Budgetary Control action has completed successfully.

Step 2: Click the Ok button

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How To Validate An Award Document – Step 1



Step 1: Click the Actions Dropdown button and select Validate Document

Click the Go button

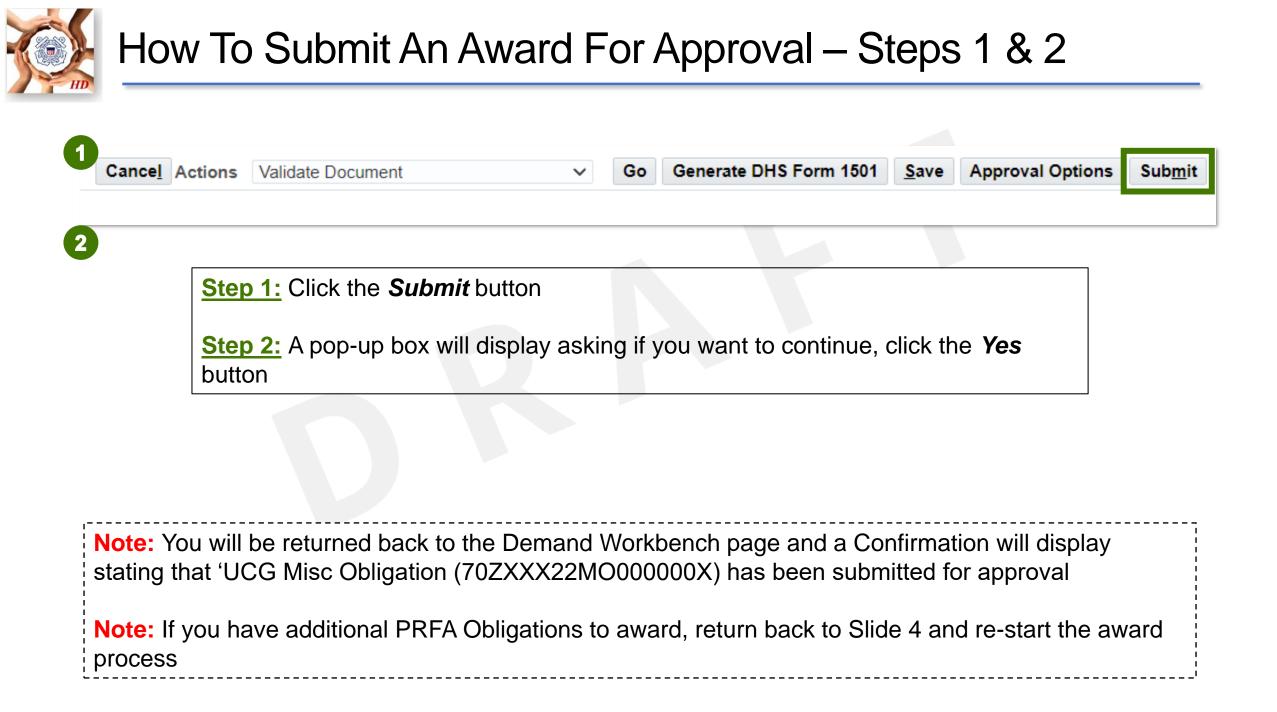
Note: If the award document has no errors, you will get a confirmation that the Award has been validated

Note: If there are errors on the award document, the errors will be listed and you will not be able to proceed to the next step until the errors are corrected

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COMMON ERRORS WHEN COMPLETING THE AWARD PROCESS

The following is a list of common issues when creating an award for Miscellaneous Obligations

- 1. COR Contact in Addresses and Suppliers: The COR contact shall not be entered for any Misc Obligations, however this will display a warning during award validation and the award shall still be submitted
- 2. IPP Exempt: IPP Exempt shall be selected for all PRFA Awards for Federal Vendors, Obligation Preparers shall verify if the non-federal supplier is exempt when checking supplier details
- 3. Amount Based Lines: ALL Misc Obligations are required to be Amount Based, no exceptions
- 2-Way Match: Misc Obligations are required to be set to 2-way match in schedules for payment to be processed by FINCEN
- 5. Error: Warrant Not Found: This error populates if the person listed in the Contracting Officer field does not have the appropriate warrant set up in the system. The proper setup for the MILSTRIP Approver Role is: UCG Miscellaneous Obligation Approver - should have USCG Non Contracting Unlimited for warrant type. Submit a SNOW ticket to fix this error

NEXT STEPS & AVAILABLE TRAININGS

You have reviewed Version 1.0. For the latest Job Aid versions, please click here.

You may access any available trainings, if applicable, on the Common Core Learning Platform.

Stay informed on the latest FSMS-related updates by visiting the <u>FMPS Homepage</u> and subscribing to <u>The FSMS Fix</u>.