



U.S. Coast Guard FSMS Job Aid

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

- Version 2.0
- 12OCT23
- This resource is subject to change as we adjust to incoming information. For the most recent version, please click [here](#).

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 FSMS responsibilities 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

- [1.](#) [How To Create an Award](#)
- [2.](#) [How To Complete the Award Header](#)
- [3.](#) [How To Verify Addresses and Suppliers](#)
- [4.](#) [How To Create Award Lines](#)
- [5.](#) [How To Update Award Schedules](#)
- [6.](#) [How To Create Award Distributions](#)

SECTIONS

- [7.](#) [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](#)
- [10.](#) [How To Validate an Award](#)
- [11.](#) [How To Submit an Award for Approval](#)



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

1

- UCG Lease Buyer
- UCG Lease Contracting Officer
- UCG MILSBILLS Non-MILSTRIP ICM Inquiry
- UCG MILSTRIP Approver
- UCG MILSTRIP ICM Inquiry
- UCG MILSTRIP Inquiry
- UCG MILSTRIP Preparer
- UCG MILSTRIP Status Updater
- UCG Miscellaneous Obligation Approver
- UCG Miscellaneous Obligation Preparer**
- UCG Payables CBA Inquiry
- UCG Payables Inquiry

2

- UCG Miscellaneous Obligation Approver
- UCG Miscellaneous Obligation Preparer
 - Notifications Summary
 - Item Search
 - Supplier Summary
 - Requests
 - Umbrella Programs
 - Personal Profiles
 - Attachments
 - Buyer Work Center**
 - Awards
 - Management
 - Accounting
 - Reports
- UCG Payables CBA Inquiry

3

- UCG Miscellaneous Obligation Approver
- UCG Miscellaneous Obligation Preparer
 - Notifications Summary
 - Item Search
 - Supplier Summary
 - Requests
 - Umbrella Programs
 - Personal Profiles
 - Attachments
 - Buyer Work Center
 - Demand Workbench
 - Workload Assignments
 - Awards**
 - Suppliers
 - Contract File
 - Protests

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

4 Awards Create UCG Misc Ob

The document has open modification(s).

Headers | Lines | Schedules | Pay Items | Distributions

New Search

Filters

Award is

Supplier is

Buyer is

Approval Status is

| ...

Sel...	OU	Award	Description	Supplier	Site	Creation Date	Total Currency	Status	Acknowledgment
	No search conducted.								

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

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

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

SECTIONS

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

SECTIONS

7. How To Verify Vendor Eligibility on an Award
8. Bypass Creating A FPDS-NG Reporting Detail For An Award
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How To Complete The Award Header – Step 1

1 Create UCG Misc Ob

* Indicates required field

Header | Addresses and Supplier Details | Lines | Schedules | Distributions

Operating Unit UCG Organization

Award Type

Source IDV

Umbrella Program

Fair Opportunity Reference

Award 70Z?22MOXXXXXXXX

Edit Document Number

Undefinitized No

Supplier

Supplier Site

Supplier Contact

Communication Method Print
 Fax
 E-Mail

External IDV Number

Referenced external IDV or GSA schedule number

Step 1: Click the *Edit Document Number* link



How To Complete The Award Header – Step 2

2

Document Header Details [X]

UCG Misc Ob Number

Prefix	70Z	⌵	🔍
Fiscal Year	24	⌵	🔍
Program Office Identifier	090	⌵	🔍
Order Code	MO	⌵	🔍
Serial Number	0000001		
Document Number	70Z09024MO0000001		

OK

The Misc Obligation Preparer will fill out the UCG Misc Ob Number fields

The Misc Obligation Document Number is made up of five segments:

1. *Prefix* – 70Z for all Misc Obligations
2. *Fiscal Year* – This field will default to the current fiscal year
3. *Program Office Identifier* – This field is program office ID for the office making the award
4. *Order Code* – This will always be MO for Miscellaneous Obligations
5. *Serial Number* – Will automatically populate the serial number based on the number of awards made by program office ID

Step 2: Click the **Ok** button to apply the document number to the award



How To Complete The Award Header – Step 3

3

Create UCG Misc Ob

* Indicates required field

Header

Addresses and Supplier Details Lines Schedules Distributions

Operating Unit UCG Organization

Award Type

Source IDV

Umbrella Program

Fair Opportunity Reference

Award 70Z04922MO0000044

Edit Document Number

Undefined No

Supplier

Supplier Site

Supplier Contact

Communication Method Print
 Fax
 E-Mail

External IDV Number

Referenced external IDV or GSA schedule number

Step 3: 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 [Supplier Request Form](#) to FIN-SMB-FSMS-Vendorsupport@uscg.mil



How To Complete The Award Header – Step 4

4

Create UCG Misc Ob

* Indicates required field

Header

Addresses and Supplier Details Lines Schedules Distributions

Operating Unit UCG Organization

Award Type Award

Source IDV

Umbrella Program

Fair Opportunity Reference

Award 70Z04922MO0000044

Edit Document Number

Unfinalized No

Supplier ENVIRONMENTAL PROTECTION WE

Supplier Site ZTCPELFB6M84

Supplier Contact

Communication Method Print

Fax

E-Mail

External IDV Number

Referenced external IDV or GSA schedule number

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

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



How To Complete The Award Header – Step 5

5

Effective Date	11-Oct-2023	
Total	0.00	USD
Total Excluding Options	0.00	USD
Undefinitized Total	0.00	USD
Total Fund Value	0.00	USD
* Buyer	THOMAS, ROBERT J.	
Award Administrator	<input type="text"/>	
Contracting Officer	PERE, TERESAM.	
Description	<input type="text"/>	
Confirming Award	No	
Standard Form	MISCOB	
Document Format	MISCOB	
Control Type	<input type="text"/>	

Step 5: Click in the **Effective Date** field and select the date of the award



How To Complete The Award Header – Step 6

6

Effective Date	11-Oct-2023	
Total	0.00	USD
Total Excluding Options	0.00	USD
Undefinitized Total	0.00	USD
Total Fund Value	0.00	USD
* Buyer	THOMAS, ROBERT J.	
Award Administrator		
Contracting Officer	PERE, TERESA M.	
Description		
Confirming Award	No	
Standard Form	MISCOB	
Document Format	MISCOB	
Control Type		

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 not have to be the same person who signs the funded order as the Obligation Approving Official per policy



How To Complete The Award Header – Steps 7 & 8

Terms

7 Payment Terms IMMEDIATE

Pay On Receipt No

Acknowledge By

Bilateral Indicator None

Number of Signed Copies

8 * Default Ship-To Location 37090 SECTOR CHARLESTON Defau

Ship Via

Freight Terms

Step 7: Enter *Immediate* into the Payment Terms field

Step 8: Verify the Ship-To Location



How To Complete The Award Header – Step 9

9

Miscellaneous Obligation Information

* Miscellaneous Obligation Type	National Pollution Funds Center (NPF) <input type="text"/>
Utility Type	<input type="text"/>
WCF Assessment	<input type="text"/>

Does RWA Include Capitalizable?

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

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

SECTIONS

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

SECTIONS

7. 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
10. How To Validate an Award
11. How To Submit an Award for Approval



How To Verify Addresses And Suppliers – Step 1

1 Update UCG Misc Ob 70Z09024MO0000001

* Indicates required field

▶ Search

Header **Addresses and Supplier Details** Lines Schedules Distributions

Step 1: Click on the **Addresses and Supplier Details** link



How To Verify Addresses And Suppliers – Step 2

2

Addresses

...
Show All Details | Hide All Details

Details	Address Type	Location	Address Code	Contact
▶	Issuing Office	51800 FINCEN - Finance/Supply	Z51800	
▶	COR Office	51800 COR FINCEN - Finance/Supply	Z51800	
▶	Administration Office	70Z090 USCG Finance Center (FINCE	70Z090	
▶	Requesting Office	51800 FINCEN - Finance/Supply	Z51800	
▶	SBA Office			
▶	Property Administration Office			
▶	Invoice Office	USCG FINANCE CENTER	Z51800	
▶	Payment Office	USCG FINANCE CENTER	Z51800	

Step 2: 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

Refresh IPP S

<input checked="" type="checkbox"/> EFT Indicator	Doing Business As
EFT Exclusion Reason	Remit To Address ZTCPELFB6M84
Unique Entity Identifier ZTCPELFB6M84	EFT
Remit To Address Detail 601 57TH STREET SE, CHARLESTON, WV 25304, US	CAGE Code 1LU94
SAM Registration Indicator Yes	TIN Number 556000769
SAM Registration Status Active	Physical Address 601 57TH ST SE, CHARLESTON, WV 25304, US
<input type="text" value="SAM Exception Reason"/>	Supplier Contact Name
Supplier Size	Phone Number
Socio Economic Information	Email
Original Supplier Name ENVIRONMENTAL PROTECTION WEST VIRGINIA D	IPP Award Status
IPP Status Do not Send Vendor to IPP	
<input checked="" type="checkbox"/> Exclude from IPP	

- Step 3: Federal Entities**
1. Ensure the **EFT Indicator** is selected
 2. Verify the address information is correct
 3. Select US Federal Vendor for SAM Exception Reason
 4. Ensure Exclude from IPP is selected
 5. Click the **Save** button

- Step 3: Non-Federal Entities**
1. Ensure the **EFT Indicator** is selected
 2. Verify the address information is correct
 3. Verify Supplier IPP Status and Select Exclude for IPP if applicable
 4. Click the **Save** button

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

SECTIONS

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

SECTIONS

7. 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
10. How To Validate an Award
11. How To Submit an Award for Approval



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

1

Update UCG Misc Ob 70Z09024MO0000001

* Indicates required field

► Search

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

2

► Search

Header Addresses and Supplier Details **Lines** Schedules Distributions

Operating Unit UCG Organization Status Incomplete Total 0.00 USD

Funding Source is applicable for Informational lines only. To enter Funding Source, the Parent Line should not contain any distributions.

Select Lines: Actions Link to Request Lines Go Organize Lines

*Line	Exhibit	Info	*Type	Item	*Description	*Category	*Contract Type	Qty	Unit	Price	Amount	Need-By	Add SLIN	Funding Source	Option	Actions
0001			Misc 3-Way				COST			0			+		+	
0002			Misc 3-Way				COST			0			+		+	
0003			Misc 3-Way				COST			0			+		+	
0004			Misc 3-Way				COST			0			+		+	
0005			Misc 3-Way				COST			0			+		+	



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

Update Line 0001 (UCG Misc Ob 70Z04922MO0000044) Cancel Actions Add Another Line Go Previous Line Next Line Apply

Operating Unit UCG Organization Currency USD
 Information Line

* Indicates required field

3 Exhibit

4 * Line Type Misc 2-Way

4 Description OPA - Harbor Point Yacht Club - Marina

Supplier Item

Action

Undefinitized No Option Line

5 * Category MISC

6 Contract Type FFP

Firm Fixed Price

Cost Constraint

* Extended Price 0.00 **7** Pricing Details

(Extended Price = Quantity * Unit Price)

Total Undefinitized Amount

Line Total 0.00

(Line Total = Extended Price + Total Undefinitized Amount)

Negotiated No

Reserved No

Step 3: Ensure Misc 2-Way is selected for the Line Type

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 Details Link



How to Create Lines on an Award – Step 8

8

Pricing Details [X]

Firm Fixed Price

Quantity	<input type="text" value="10000"/>
UOM	<input type="text" value="Dollars, U.S."/> [v] [Q]
Unit Price	<input type="text" value="1"/>
Extended Price	10000

Step 8: Complete the pricing details, Pricing details must always be in the below format

Quantity = Total Cost

UOM = Dollars, U.S.

Unit Price = 1

Click the Calculate button

Click the Ok button



How to Create Lines on an Award – Step 9

Step 9: Click the Apply button

9

Update Line 0001 (UCG Misc Ob 70Z04922MO0000044)

Cancel Actions Add Another Line Go Previous Line Next Line **Apply**

Operating Unit UCG Organization
 Information Line

Currency USD

* Indicates required field

Exhibit

* Category MISC

* Line Type Misc 2-Way

Contract Type FFP

* Description OPA - Harbor Point Yacht Club - Marina

Cost Constraint

Supplier Item

* Extended Price 10,000.00 [Pricing Details](#)
(Extended Price = Quantity * Unit Price)

Action

Unfinalized No
 Option Line

Total Unfinalized Amount

Line Total 10,000.00

(Line Total = Extended Price + Total Unfinalized Amount)

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

10

Confirmation
Please click Save to finalize the changes you made to the line.

Update UCG Misc Ob 70Z04922MO0000044

* Indicates required field

Search

Header

Operating Unit UCG Organization Status Incomplete Total 10,000.00 USD

Funding Source is applicable for Informational lines only. To enter Funding Source, the Parent Line should not contain any distributions.

Select Lines: |

<input type="checkbox"/>	* Line	Exhibit	Info	* Type	Item	* Description	* Category	* Contract Type	Qty	Unit	Price	Amount	Need-By	Add SLIN	Funding Source	Option	Actions
<input type="checkbox"/>	→ 0001	<input type="button" value="⌄"/> <input type="button" value="🔍"/>	<input type="checkbox"/>	Misc 2-Way <input type="button" value="⌄"/> <input type="button" value="🔍"/>		OPA - Harbor	MISC <input type="button" value="⌄"/> <input type="button" value="🔍"/>	FFP <input type="button" value="⌄"/>			10000		<input type="text" value=""/>	<input type="button" value="+"/>		<input type="button" value="+"/>	<input type="button" value="✏️"/> <input type="button" value="🗑️"/>
<input type="checkbox"/>	→ 0002	<input type="button" value="⌄"/> <input type="button" value="🔍"/>	<input type="checkbox"/>	Misc 3-Way <input type="button" value="⌄"/> <input type="button" value="🔍"/>			<input type="button" value="⌄"/> <input type="button" value="🔍"/>	COST <input type="button" value="⌄"/>			0		<input type="text" value=""/>	<input type="button" value="+"/>		<input type="button" value="+"/>	<input type="button" value="✏️"/> <input type="button" value="🗑️"/>



How to Create Lines on an Award – Step 11

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

11

Update UCG Misc Ob 70Z04922MO0000044 Cancel Actions Add Contract Terms Go Generate DHS Form 1501 Save Approval Options Submit

* Indicates required field

► Search

Header Addresses and Supplier Details **Lines** Schedules Distributions

Operating Unit UCG Organization Status Incomplete Total 10,000.00 USD

? Funding Source is applicable for Informational lines only. To enter Funding Source, the Parent Line should not contain any distributions.

Select Lines: Actions Link to Request Lines Go Organize Lines | + ⌂ ↺ ⚙ ⌵ 📄

<input type="checkbox"/>	* Line	Exhibit	Info	* Type	Item	* Description	* Category	* Contract Type	Qty	Unit	Price	Amount	Need-By	Add SLIN	Funding Source	Option	Actions
<input type="checkbox"/>	→ 0001	↘ 🔍	<input type="checkbox"/>	Misc 2-Way ↘ 🔍		OPA - Harbor	MISC ↘ 🔍	FFP			10000		📅	+		+	✏️ 🗑️

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

SECTIONS

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

SECTIONS

7. 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
10. How To Validate an Award
11. How To Submit an Award for Approval



How to Update Award Schedules – Steps 1 & 2

1

Update UCG Misc Ob 70Z09024MO0000001

* Indicates required field

▶ Search

Header Addresses and Supplier Details Lines **Schedules** Distributions

2

▶ Search

Header Addresses and Supplier Details Lines **Schedules** Distributions

Operating Unit UCG Organization

Status Incomplete

10,000.00 USD

Select Shipments : Actions Link to Request Lines Go [Refresh] [Print] [Settings] [List]

<input type="checkbox"/>	Line	Line Description	* Schedule	* Location	* Org	Qty	Unit	Price	Amount	Need-By	Period Of Performance Start Date	Period Of Performance End Date	Actions
<input type="checkbox"/>	0001	OPA - Harbor Point Yacht Club - Marina Federal Project Number: UCGPE22702 West Virginia Environmental Protection Agency Charleston, WV UEI: Tax ID:	1	37090 SECTOR CH	UCG			10000					[Edit] [Delete]

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

3

Update UCG Misc Ob 70Z04922MO0000044

Cancel

Actions

Add Contract Terms

Go

Generate DHS Form 1501

Save

Approval Options

Submit

* Indicates required field

Search

Header

Addresses and Supplier Details

Lines

Schedules

Distributions

Operating Unit UCG Organization

Status Incomplete

10,000.00 USD

Select Shipments :

Actions

Link to Request Lines

Go



<input type="checkbox"/>	Line	Line Description	* Schedule	* Location	* Org	Qty	Unit	Price	Amount	Need-By	Period Of Performance Start Date	Period Of Performance End Date	Actions
<input type="checkbox"/>	0001	OPA - Harbor Point Yacht Club - Marina Federal Project Number: UCGPE22702 West Virginia Environmental Protection Agency Charleston, WV UEI: Tax ID:	1	37090 SECTOR CH	UCG			10000			19-Apr-2022 00:	01-Jun-2022 00:	

Step 3: Click the Save button to apply changes

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

SECTIONS

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

SECTIONS

7. 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
10. How To Validate an Award
11. How To Submit an Award for Approval



Create Award Distributions – Steps 1 & 2

1

Update UCG Misc Ob 70Z09024MO0000001

* Indicates required field

► Search

Header Addresses and Supplier Details Lines Schedules **Distributions**

2

Cancel Actions **Create Default Distributions** Go Generate DHS Form 1501 Save Approval Options Submit

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

3

Confirmation
Default Distributions have been created successfully

Update UCG Misc Ob 70Z04922MO0000044

* Indicates required field

► **Search**

Header [Addresses and Supplier Details](#) [Lines](#) [Schedules](#) **[Distributions](#)**

Operating Unit UCG Organization Status Incomplete 10,000.00 USD

Select Distributions

Charge Acct	Activity	Actions
<small>FC PPA CODE COST CENTER PROJECT OBJECT CLASS SQL ALLOTMENT CODE TASK STRATEGIC CODE MISSION PROGRAM MISSION SUBPROGRAM MISSION ACTIVITY RFU1 RFU2 RFU3 RFU4</small>		<input type="button" value="Edit"/> <input type="button" value="Refresh"/> <input type="button" value="Delete"/>

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



Create Award Distributions – Step 4

4

Project	UCGITC1OPS
* Task	22OPRTNS
* Expenditure Type	252046.Other_Driver Servit
* Expenditure Org	37090 SECTOR CHARLES
* Expenditure Item Date	12-Apr-2022

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)

3

Additional Information

Context Value	US Federal Attributes	▼
	US Federal Attributes	
BETC	DISB	▼ 🔍
Trading Partner TAS		▼ 🔍
Trading Partner BETC		🔍

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

SECTIONS

1. How To Create an Award
2. How To Complete the Award Header
3. How To Verify Addresses and Suppliers
4. How To Create Award Lines
5. How To Update Award Schedules
6. How To Create Award Distributions

SECTIONS

7. **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
10. How To Validate an Award
11. How To Submit an Award for Approval

HOW TO VERIFY VENDOR ELIGIBILITY FOR FEDERAL ENTITIES



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

1

Cancel **Actions** Verify Vendor Eligibility **Go** Save Approval Options Submit

2

Vendor Eligibility Details

Verify Vendor Eligibility Refresh

Supplier ^	Supplier Site ^	DUNS Number ^	Eligibility Status	Performed On ^	Performed By	Approved without Check	Exception Reason
70010103 - Department of Homeland Security	700101031	<input type="text"/>		13-Feb-2022 15:47:27	UCGCLM, TWENTY	<input checked="" type="checkbox"/>	US Federal Vendor <input type="text"/>

Vendor Eligibility History

Supplier	Supplier Site	DUNS Number	Related 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

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

1

Cancel Actions **Verify Vendor Eligibility** Go Save Approval Options Submit

2

Verify Vendor Eligibility **Save**

Vendor Eligibility Details

Verify Vendor Eligibility Refresh | [Refresh] [Refresh] [Refresh] [Settings] [List]

Supplier	Supplier Site	Unique Entity Identifier	Eligibility Status	Performed On	Performed By	Approved without Check	Exception Reason
ENVIRONMENTAL PROTECTION WEST VIRGINIA D	ZTCPELFB6M84	ZTCPELFB6M84				<input type="checkbox"/>	

Vendor Eligibility History

[Refresh] [Refresh] [Refresh] [Settings] [List]

Supplier	Supplier Site	Unique Entity Identifier	Related 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 **Verify Vendor Eligibility** button

Click the Save button



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

3

Confirmation

Vendor Eligibility check details have been refreshed for the supplier

Verify Vendor Eligibility

Save

Vendor Eligibility Details

Verify Vendor Eligibility Refresh | [Refresh Icon] [Refresh Icon] [Refresh Icon] [Settings Icon] [List Icon]

Supplier ^	Supplier Site ^	Unique Entity Identifier ^	Eligibility Status	Performed On ^	Performed By	Approved without Check	Exception Reason
ENVIRONMENTAL PROTECTION WEST VIRGINIA D	ZTCPELFB6M84	ZTCPELFB6M84	Eligible	12-Apr-2022 13:06:21	THOMAS, ROBERT J.	<input type="checkbox"/>	

Vendor Eligibility History

[Refresh Icon] [Refresh Icon] [Refresh Icon] [Settings Icon] [List Icon]

Supplier ^	Supplier Site ^	Unique Entity Identifier ^	Related Offers ^	Status ^	Performed On ^	Performed By ^	Error
ENVIRONMENTAL PROTECTION WEST VIRGINIA D	ZTCPELFB6M84	ZTCPELFB6M84		Submitted	12-Apr-2022 13:06:20	THOMAS, ROBERT J.	
ENVIRONMENTAL PROTECTION WEST VIRGINIA D	ZTCPELFB6M84	ZTCPELFB6M84		Eligible	12-Apr-2022 13:06:20	THOMAS, ROBERT J.	

[Return to Update UCG Misc Ob](#)

Step 3: Click the [Return to Update UCG Misc Ob](#) link

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

SECTIONS

1. How To Create an Award
2. How To Complete the Award Header
3. How To Verify Addresses and Suppliers
4. How To Create Award Lines
5. How To Update Award Schedules
6. How To Create Award Distributions

SECTIONS

7. 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
10. How To Validate an Award
11. How To Submit an Award for Approval



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

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

2

Update Award 70Z04922MO0000044: Edit FPDS-NG Reporting Information

Cancel Save

Operating Unit	UCG	Buyer	PERE, TERESA M.
Status	Incomplete	Currency	USD
Supplier	ENVIRONMENTAL PROTECTION WEST VIRGINIA D	Amount	10000
Supplier Site	ZTCPELFB6M84	Funded Amount	10000

Reporting Details

Reporting Method Exempt ▼
* Exemption Reason Transaction is for a Miscellaneous Obligation ▼

[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

3 Confirmation

Car 70Z04922MO0000044 has been successfully saved.

Update Award 70Z04922MO0000044: Edit FPDS-NG Reporting Information Cancel **Save**

Operating Unit	UCG	Buyer	PERE, TERESA M.
Status	Incomplete	Currency	USD
Supplier	ENVIRONMENTAL PROTECTION WEST VIRGINIA D	Amount	10000
Supplier Site	ZTCPELFB6M84	Funded Amount	10000

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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5. How To Update Award Schedules
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SECTIONS

7. How To Verify Vendor Eligibility on an Award
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9. **How To Check Funds on an Award**
10. How To Validate an Award
11. How To Submit an Award for Approval



How To Perform A Funds Check On An Award – Steps 1 & 2

1

Cancel Actions Check Funds Go Save Approval Options Submit

2

Information
Your Budgetary Control action completed successfully.
View Results OK

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

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

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1. How To Create an Award
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5. How To Update Award Schedules
6. How To Create Award Distributions

SECTIONS

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10. **How To Validate an Award**
11. How To Submit an Award for Approval



How To Validate An Award Document – Step 1

1

Cancel

Actions

Validate Document



Go

Save

Approval Options

Submit

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

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

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11. **How To Submit an Award for Approval**



How To Submit An Award For Approval – Steps 1 & 2

1

Cancel Actions Validate Document Generate DHS Form 1501 Approval Options

Step 1: Click the ***Submit*** button

Step 2: A pop-up box will display asking if you want to continue, click the ***Yes*** button

Note: You will be returned to the Demand Workbench page and a Confirmation will display stating that 'UCG Misc Obligation (70ZXXXFYMO000000X) has been submitted for approval

Note: If you have additional DOD Fleet Card Fuel Ancillary Fee Obligations to award, return to Slide 4 and re-start the award process

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 Miscellaneous Obligation Awards
- 3. Amount Based Lines:** ALL Misc Obligations are required to be Amount Based, no exceptions
- 4. 2-Way Match:** Misc Obligations are required to be set to 2-way match in schedules for payment to be processed by FINCEN
- 5. Accrue at Receipt:** ALL 2-Way match documents must have 'Accrue at Receipt' flagged as No
- 6. 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 2.0. 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 [FMPS Homepage](#) and subscribing to [The FSMS Fix](#).