



How to Reconstruct an Award

Contract – IDV Type

#	Script Steps	Value	Notes
1	Log into STRIPES		
2	Create Document		
3	Choose Document Type	Contract	
4	Choose Create From	Reconstruct	
5	Complete Contract Number	Manually enter the Contract number from hard copy award.	
6	Contract Information		
7	<i>Section Template</i>	Select None or New to select Clause Templates	
8	<i>Report to FPDS as a Stand-alone Contract</i>	Leave unchecked to allow orders on this Contract.	
9	MAS Number	Leave blank	
10	Click Continue		
11	Main		Award Instrument/STRIPES document type will be displayed in the top left corner. Amounts are displayed in top right corner. Obligated Amounts should always be less than or equal to Total Amount.
12	General		
13	Verify Owner		
14	Choose Award Type		
15	Enter Award Date	Defaults to today's date	
16	Enter Effective Date	Defaults to today's date	
17	Completion Date	Leave blank	
18	Select Admin Office		
19	Select Issuing Office		
20	Select Invoice Office		
21	Select Vendor		
22	Complete <i>For</i> field with DUNS		You can also choose <i>Name</i> from the Search drop-down list and complete the <i>For</i> field with at least part of the Vendor's name.
23	<i>Click Search</i>		
24		Click on the appropriate ID# under Vendor Selection	
25	Select Buyer		
26	Choose Type of Warrant Required		
27	Select Contracting Officer		Make sure CO has the warrant required.
28	Select COR		
29	Select Administrative Contracting		

	Officer		
30	Select Primary Product / Service Code		
31	Enter Period of Performance		
32	Choose Security Classification		
33	Additional Info		
34	Enter NTP/Vendor Signed On	Optional	
35	Select Site	Default is set	
36	Select Project ID	Optional	
37	Complete Project Title	Optional	
38	Complete Confirmed With	Optional	
39	DO/DPAS Rating	Skip	
40	Select NAICS Code		
41	Select Originating Office		
42	Keep Item Numbers Constant on DO/TO	Check to use the same number for the DO/TO item number and corresponding contract item number.	
43	Is this an IT related Purchase	Select Yes or No	
44	Complete Potential Amount	Optional	
45	Choose Supplies or Services		If you choose Supplies or Services, it will also default to line item. If you choose Both, you must distinguish each line item as either Supplies or Services.
46	Choose Construction	Select Yes or No	
47	GWAC/GSA Purchase	Check (if applicable)	Check the box if there are Government-wide Acquisition Contract (GWAC) or General Services Administration (GSA) items included on this document.
48	Choose CCR Exception (if applicable)		
49	Complete SBA Contract Number	Optional	
50	Report to FPDS as a Stand-alone	Leave unchecked	
51	Select Invoice Approving Official		Mandatory field
52	Select Program Official (if applicable)		
53	Select Specialist Official (if applicable)		
54	Select Credit Card Purchase (if applicable)		
55	Select Subject to Retention (if applicable)		
56	Select Approved Financial Exception	Leave blank	
57	Select SBIR-STTR Award (if applicable)		
58	Select Safety and Health (if applicable)		
59	Select Facilities Management Contract (if applicable)		
60	Select Technical Deliverable		Mandatory field
61	Select Opportunities and Preferences (if applicable)		
62	UCA	Skip	
63	Text		

64	Complete Description (optional: Header, Footer, Notes)	Complete with additional information or it could be the same as your Item Description.	
65	Payment Terms		
66	Select Name	Adjust if necessary	
67	Limits	Optional	
68	<i>Per Delivery Order/Task Order Limits</i>	Complete Minimum and Maximum Order Amounts if this is a parent with DO/TO's (Optional)	
69	<i>Contract Limits</i>	Optional	
70	Complete Minimum Amount	Optional	
71	Complete Contract Ceiling	Optional	
72	Guaranteed Minimum	Check if applicable/Optional	
73	Print Limits	Check if applicable/Optional	
74	Reconstruct		
75	Choose Mask	#(Modification)	
76	Last Modification Number	Enter number of last mod completed. Ex. 010 for mod 10	Check against award hardcopy
77	Complete Initial Amount	Optional	
78	Complete Guaranteed Amount	Optional	
79	Complete Used Amount	Optional	
80	Discount and Volume Discount	Complete if applicable	
81	Summary	Verify data entered at the Header Level.	
82	Items		
83	Click Add		
84	General		
85	Item Number	Leave as Default	
86	Select UNSPSC		
87	Complete Description	Enter the items/service that is to be purchased	
88	Product Service Code	Pre-populated from Main General	
89	Period of Performance	Pre-populated from Main General	
90	Calculate By Percentage	Leave unchecked	
91	Print Detail	Check the box if you want PRISM to print all the funding details for the line item such as minimum and maximum quantity, and minimum and maximum amount. Used with indefinite delivery and indefinite quantity line items.	
92	Select Line Item Type		
93	Complete Contract Proposal amount (if applicable)		
94	Choose Qualifier		
95	Award Type	Pre-populated from Main General	
96	Economic Price Adjust	Check if applicable	
97	Select Unit of Issue	Disabled if Qualifier is By Dollars	
98	Complete Quantity	Disabled if Qualifier is By Dollars	
99	Complete Unit Price	Disabled if Qualifier is By	

		Dollars	
100	Compete Amount	Complete if Qualifier is By Dollars. It is automatically calculated if the Qualifier is By Quantity.	This amount equals the Total Award Amount
101	Additional Info		
102	Special Handling	Skip	
103	Select Invoice Matching	Skip	
104	Select Supplies or Services	Pre-populated if selected on Main Additional Info	
105	Inspection Required	Check (if applicable)/Optional	
106	Require First Article Testing	Check (if applicable)/Optional	
107	Accountable Property	Uncheck (if not applicable)	
108	Option Line Item Info	Skip	
109	FOB info	Complete if applicable to Line Item	
110	Select System Item Code	Optional	
111	UCA	Skip	
112	Orders		
113	Allow Delivery / Task Orders	Select Yes. It automatically chooses Delivery/Task Orders obligate.	If No, Contract Obligates is automatically selected.
114	Complete Per Order and Per Period Limits (if applicable)	Optional	
115	ShipTo/Acct	Since this is a Master contract that will not have funding on it, ShipTo/Acct does not need to be completed.	
116	Discount	Complete if applicable	
117	Warranty	Complete if applicable	
118	Text	Optional	Anything typed in Header or Footer text will appear just above or just below the item.
119	Reconstruct		
120	Complete Initial Quantity	Optional	
121	Complete Used Quantity	Optional	
122	Complete Initial Amount	Optional	
123	Complete Used Amount	Optional	
124	Suspense Items	Skip	
125	Summary	Verify info entered at Line Item level	
126	Validations	Validates data at the line item level only	
127	Return		
128	Vendor	Confirm Vendor info	
129	Synopsis	Skip	
130	Package		
131	Cover Page		
132	Click Change Form		
133	Select Form	Choose SF26	
134	Body	Choose Templates (if applicable)/Optional	
135	Attachments	Choose attachments (if applicable)/Optional	
136	Supporting Docs	Choose Supporting Docs (if applicable)/Optional	

137	FedConnect	Skip	
138	FedBizOpps	Skip	
139	Summary Reports	Verify info entered for entire document	
140	Protests	Skip	
141	Claims	Skip	
142	Validations	Validates/Verifies data for the entire document	
143	Click Here to Continue to Financial Validations	Can Skip because this document will not interface with the financial interface.	
144	Route for Review		Since this is a (manual) Reconstruct, route to CO for review. Once it has been reviewed, the CO must send an email to Coretta Griffin (Coretta.Griffin@hq.doe.gov) and Wes Forte (Wes.Forte@hq.doe.gov) to request a manual Release of the award.
145	Return to Home		

Contract – Standalone Type

#	Script Steps	Value	Notes
1	Log into STRIPES		
2	Create Document		
3	Choose Document Type	Contract	
4	Choose Create From	Reconstruct	
5	Complete Contract Number	Manually enter the Contract number from hard copy award.	
6	Contract Information		
7	Section Template	Select None or New to select Clause Templates	
8	Report to FPDS as a Stand-alone Contract	Check if Contract will never have DO/TO's	Checking this will not allow any orders for the life of the contract.
9	MAS Number	Leave blank	
10	Click Continue		
11	Main		Award Instrument/STRIPES document type will be displayed in the top left corner. Amounts are displayed in top right corner. Obligated Amounts should always be less than or equal to Total Amount.
12	General		
13	Verify Owner		
14	Choose Award Type		
15	Enter Award Date	Defaults to today's date	
16	Enter Effective Date	Defaults to today's date	
17	Completion Date	Leave blank	
18	Select Admin Office		
19	Select Issuing Office		

20	Select Invoice Office		
21	Select Vendor		
22	Complete <i>For</i> field with DUNS		You can also choose <i>Name</i> from the Search drop-down list and complete the <i>For</i> field with at least part of the Vendor's name.
23	<i>Click Search</i>		
24		Click on the appropriate ID# under Vendor Selection	
25	Select Buyer		
26	Choose Type of Warrant Required		
27	Select Contracting Officer		Make sure CO has the warrant required.
28	Select COR		
29	Select Administrative Contracting Officer		
30	Select Primary Product / Service Code		
31	Enter Period of Performance		
32	Choose Security Classification		
33	Additional Info		
34	Enter NTP/Vendor Signed On		
35	Select Site		
36	Select Project ID		
37	Complete Project Title		
38	Complete Confirmed With		
39	DO/DPAS Rating	Skip	
40	Select NAICS Code		
41	Select Originating Office		
42	Keep Item Numbers Constant on DO/TO	Skip because this Contract is a standalone and will not have DO/TOs.	
43	Is this an IT related Purchase	Select Yes or No	
44	Complete Potential Amount		
45	Choose Supplies or Services		If you choose Supplies or Services, it will also default to line item. If you choose Both, you must distinguish each line item as either Supplies or Services.
46	Choose Construction	Select Yes or No	
47	GWAC/GSA Purchase	Check (if applicable)	Check the box if there are Government-wide Acquisition Contract (GWAC) or General Services Administration (GSA) items included on this document.
48	Choose CCR Exception (if applicable)		
49	Complete SBA Contract Number		
50	Report to FPDS as a Stand-alone	Already checked from when you began the creation of the Contract.	
51	Select Invoice Approving Official		Mandatory field
52	Select Program Official (if applicable)		
53	Select Specialist Official (if applicable)		
54	Select Credit Card Purchase (if		

	applicable)		
55	Select Subject to Retention (if applicable)		
56	Select Approved Financial Exception (if applicable)		
57	Select SBIR-STTR Award (if applicable)		
58	Select Safety and Health (if applicable)		
59	Select Facilities Management Contract (if applicable)		
60	Select Technical Deliverable		Mandatory field
61	Select Opportunities and Preferences (if applicable)		
62	UCA	Skip	
63	Text		
64	Complete Description (optional: Header, Footer, Notes)	Complete with additional information or it could be the same as your Item Description.	
65	Payment Terms	Pre-populated or select another selection if necessary	
66	Limits		
67	<i>Per Delivery Order/Task Order Limits</i>	Skip since this Contract will not have any DO/TO's.	
68	<i>Contract Limits</i>		
69	Complete Minimum Amount		
70	Complete Contract Ceiling		
71	Guaranteed Minimum	Check if applicable	
72	Print Limits	Check if applicable	
73	Reconstruct		
74	Choose Mask	#(Modification)	
75	Last Modification Number		Check against award hardcopy
76	Complete Initial Amount		
77	Complete Guaranteed Amount		
78	Complete Used Amount		
79	Discount	Complete if applicable	
80	Volume Discount	Complete if applicable	
81	Summary	Verify data entered at the Header Level.	
82	Items		
83	Click Add		
84	General		
85	Item Number	Leave as Default	
86	Select UNSPSC		
87	Complete Description		
88	Solicitation Number	If applicable, associate with a Solicitation.	
89	Product Service Code	Pre-populated from Main General	
90	Period of Performance	Pre-populated from Main General	
91	Calculate By Percentage	Leave unchecked	
92	Print Detail	Check the box if you want PRISM to print all the funding details for the line item such as minimum and maximum	

		quantity, and minimum and maximum amount. Used with indefinite delivery and indefinite quantity line items.	
93	Select Line Item Type		
94	Complete Contract Proposal amount (if applicable)		
95	Choose Qualifier		
96	Award Type	Pre-populated from Main General	
97	Check Economic Price Adjust if applicable		
98	Select Unit of Issue	Disabled if Qualifier is By Dollars	
99	Complete Quantity	Disabled if Qualifier is By Dollars	
100	Complete Unit Price	Disabled if Qualifier is By Dollars	
101	Complete Amount	Complete if Qualifier is By Dollars. It is automatically calculated if the Qualifier is By Quantity.	This amount equals the Total Award Amount
102	Additional Info		
103	Select Special Handling		
104	Select Invoice Matching		
105	Select Supplies or Services	Pre-populated if selected on Main Additional Info	
106	Inspection Required	Check (if applicable)	
107	Require First Article Testing	Check (if applicable)	
108	Accountable Property	Uncheck (if not applicable)	
109	Option Line Item Info	Complete if applicable to Line Item	
110	FOB info	Complete if applicable to Line Item	
111	System Item Code	Optional	
112	UCA	Complete if applicable	
113	ShipTo/Acct	Follow the Reconstruct and Contract Value Review example.	
114	Click Add (middle of page)		
115	Select ShipTo		
116	Quantity and Amount/ShipTo Value are pre-populated from Item General		
117	Delivery Date or Days After	Skip if Period of Performance is complete.	
118	Accounting <i>Click Add</i>		
119	Accounting Code	Skip	
120	Select Account AFF String		
121	Percent	Pre-populated/Disabled	
122	Fully Funded Amount/Quantity	Leave default or if multiple accounting sources, complete accordingly.	
123	Obligated Amount and Uninvoiced fields	Automatically calculated/completed	
124	Subject to Availability of Funds	Check (if applicable)	
125	Complete Project Number		

126	Complete Task Number		
127	Select Payment Office		
128	Requisition Number		
129	Click Calculate		
130	Click Submit		
131	Click Submit		
132	Funding		
133	Select Funding Type	Incrementally Funded	
134	Incrementally Funded Through (Date)	Leave blank	
135	Discount	Complete if applicable	
136	Warranty	Complete if applicable	
137	Text	Optional	Anything typed in Header or Footer text will appear just above or just below the item.
138	Reconstruct		
139	Complete Initial Quantity		
140	Complete Used Quantity		
141	Complete Initial Amount		
142	Complete Used Amount		
143	Suspense Items	Skip	
144	Summary	Verify info entered at Line Item level	
145	Validations		
146	Return		
147	Vendor	Confirm Vendor info	
148	Synopsis		
149	Package		
150	Cover Page		
151	Click Change Form		
152	Select Form	Choose SF26	
153	Click Edit to modify the Cover Page, and then click Submit when you are done.		
154	Body	Choose Templates (if applicable)	
155	Attachments	Choose attachments (if applicable)	
156	Supporting Docs	Choose Supporting Docs (if applicable)	
157	FedConnect	Skip	
158	Summary Report	Verify info entered for entire document	
159	Protests	Skip	
160	Claims	Skip	
161	Validations		
162	Click Here to Continue to Financial Validations		
163	Return to Home		

BPA Call

#	Script Steps	Value	Notes
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1	Log into STRIPES		
2	Create Document		
3	Choose Document Type	BPA Call	
4	Select BPA Number	Type in the BPA Setup Number or click on the Search button to locate the STRIPES contract.	
5	Choose Create From	Reconstruct	
6	Complete BPA Call Number	Manually enter the BPA Call number from hard copy award.	
7	Section Template	Select None or New to select Clause Templates	
8	Click Continue		
9	Main		Award Instrument/STRIPES document type will be displayed in the top left corner. Amounts are displayed in top right corner. Obligated Amounts should always be less than or equal to Total Amount.
10	General		
11	Verify Owner		
12	Enter Award Date	Defaults to today's date	
13	Enter Effective Date	Defaults to today's date	
14	Select Admin Office	Pre-populated	
15	Select Issuing Office	Pre-populated	
16	Select Invoice Office	Pre-populated	
17	Select Vendor	Pre-populated and Disabled	
18	Buyer		
19	Choose Type of Warrant Required		
20	Select Contracting Officer		Make sure CO has the warrant required.
21	Select COR	Pre-populated	
22	Select Administrative Contracting Officer		
23	Select Primary Product / Service Code	Pre-populated	
24	Enter Period of Performance	Complete if not using Delivery Date or Days After Award	
25	Choose Security Classification		
26	Additional Info		
27	Enter NTP/Vendor Signed On	Optional: Type or select the date on which the notice to proceed was issued, or the date on which the vendor signed and acknowledged the order.	This field is only for record keeping purposes and does not print on the form.
28	Site	Pre-populated	
29	Select Project ID	Optional	
30	Complete Project Title	Optional	
31	Complete Confirmed With	Optional	If information such as price or availability was confirmed with the vendor via phone or non-electronic method, use this field to record the name of the person providing the confirmation.
32	Reference Your Text	Optional: Type the vendor's quote number or another	

		indicator that might help the vendor locate the information in the future.	
33	Select NAICS Code/Size Standard		The Size Standard is automatically generated once the NAICS Code is selected. It displays the size standard for the NAICS Code.
34	Select Originating Office	Pre-populated	
35	Is this an IT related Purchase	Select Yes or No	
36	Complete Potential Amount		
37	Choose Supplies or Services		If you choose Supplies or Services, it will also default to line item. If you choose Both, you must distinguish each line item as either Supplies or Services.
38	Choose Construction	Select Yes or No	
39	GWAC/GSA Purchase	Check (if applicable)	Check the box if there are Government-wide Acquisition Contract (GWAC) or General Services Administration (GSA) items included on this document.
40	Choose CCR Exception (if applicable)		
41	Complete SBA Contract Number		
42	FPDS NG	This will automatically populate when the award is transmitted to FPDS NG.	
43	Select Invoice Approving Official		Mandatory field
44	Select Program Official (if applicable)		
45	Select Specialist Official (if applicable)		
46	Select Credit Card Purchase (if applicable)		
47	Select Subject to Retention (if applicable)		
48	Select Approved Financial Exception (if applicable)		
49	Select SBIR-STTR Award (if applicable)		
50	Select Safety and Health (if applicable)		
51	Select Technical Deliverable		Mandatory field
52	Select Opportunities and Preferences (if applicable)		
53	Text		
54	Complete Description (optional: Header, Footer, Notes)	Complete with additional information or it could be the same as your Item Description.	
55	Payment Terms	Pre-populated or select another selection if necessary	
56	Reconstruct		
57	Choose Mask	#(Modification)	Suggestion: Always use even if there are no mods. If there are no mods, put 000 in the Last Modification Number field.
58	Complete Last Modification Number		Check against award hardcopy

59	Complete Initial Amount		
60	Discount	Complete if applicable	
61	Summary	Verify data entered at the Header Level.	
62	Items		
63	Click Add		
64	General		
65	Item Number	Leave as Default	
66	Product Service Code	Pre-populated from Main General	
67	Select UNSPSC		
68	Complete Description	Description may populate from the UNSPSC, but if necessary, change to the actual item description of the DO/TO.	
69	Item is:	Leave as Default	
70	Contractor Proposal Amount	Optional	
71	Qualifier		
72	Economic Price Adjust	Leave unchecked	
73	Select Unit of Issue	Disabled if Qualifier is By Dollars	
74	Complete Quantity	Disabled if Qualifier is By Dollars	
75	Complete Unit Price	Disabled if Qualifier is By Dollars	
76	Complete Amount	Complete if Qualifier is By Dollars. It is automatically calculated if the Qualifier is By Quantity.	This amount equals the Total Award Amount
77	Select Line Item Type	Optional	
78	Calculate By Percentage	Leave unchecked	
79	Complete Period of Performance	Pre-populated	
80	Additional Info		
81	Select Special Handling		
82	Select Invoice Matching		
83	Select Supplies or Services	Pre-populated if selected on Main Additional Info	
84	Inspection Required	Check (if applicable)	
85	Require First Article Testing	Check (if applicable)	
86	Accountable Property	Check (if applicable)	
87	Option Line Item Info	Complete if applicable to Line Item	
88	FOB info	Complete if applicable to Line Item	
89	System Item Code		
90	ShipTo/Acct		
91	Click Add (middle of page)		
92	Select ShipTo		
93	Quantity and Amount/ShipTo Value are pre-populated from Item General		
94	Delivery Date or Days After	Skip if Period of Performance is complete.	
95	Accounting <i>Click Add</i>		
96	Accounting Code	Skip	
97	Select Account AFF String		

98	Percent	Pre-populated/Disabled	
99	Amount	Leave default or if multiple accounting sources, complete accordingly.	
100	Obligated Amount and Uninvoiced fields	Automatically calculated/completed	
101	Subject to Availability of Funds	Check (if applicable)	
102	Complete Project Number		
103	Complete Task Number		
104	Select Payment Office		
105	Requisition Number		
106	Click Calculate		
107	Click Submit		
108	Click Submit		
109	Funding		
110	Select Funding Type	Incrementally Funded	
111	Incrementally Funded Through (Date)	Leave blank	
112	Discount	Complete if applicable	
113	Warranty	Complete if applicable	
114	Text	Optional	Anything typed in Header or Footer text will appear just above or just below the item.
115	Reconstruct		
116	Complete Initial Quantity		
117	Complete Initial Amount		
118	Summary	Verify info entered at Line Item level	
119	Validations		
120	Suspense Items	Skip	
121	Return		
122	Vendor	Confirm Vendor info	
123	Synopsis		
124	Package		
125	Cover Page		
126	Click Change Form		
127	Select Form	Choose OF347	
128	Click Edit to modify the Cover Page, and then click Submit when you are done.		
129	Body	Choose Templates (if applicable)	
130	Attachments	Choose attachments (if applicable)	
131	Supporting Docs	Choose Supporting Docs (if applicable)	
132	FedConnect	Skip	
133	Summary Report	Verify info entered for entire document	
134	Protests	Skip	
135	Claims	Skip	
136	Validations		
137	Click Here to Continue to Financial Validations		
138	Return to Home		

BPA Setup

#	Script Steps	Value	Notes
1	Log into STRIPES		
2	Create Document		
3	Choose Document Type	BPA	
4	Choose Create From	Reconstruct	
5	Complete BPA Number	Manually enter the BPA number from hard copy award.	
6	Contract Information		
7	<i>Section Template</i>	Select None or New to select Clause Templates	
8	Click Continue		
9	Main		Award Instrument/STRIPES document type will be displayed in the top left corner. BPA Setups do not have Items/Amounts.
10	General		
11	Verify Owner		
12	Requisition	None	
13	GSA Contract Number	Complete if required	
14	Enter Award Date	Defaults to today's date	
15	Enter Effective Date	Defaults to today's date	
16	Select Admin Office		
17	Select Issuing Office		
18	Select Vendor		
19	Complete <i>For</i> field with DUNS		You can also choose <i>Name</i> from the Search drop-down list and complete the <i>For</i> field with at least part of the Vendor's name.
20	<i>Click Search</i>		
21		Click on the appropriate ID# under Vendor Selection	
22	Select Buyer		
23	Choose Type of Warrant Required	The CO must have the same type of warrant.	
24	Select Contracting Officer		Make sure CO has the warrant required.
25	Select COR		
26	Select Administrative Contracting Officer		
27	Enter Period of Performance	Include entire period for award	
28	Choose Security Classification		
29	Additional Info		
30	Complete BPA Expiration Date		
31	Site	Defaults to site to which you are assigned.	
32	Enter NTP/Vendor Signed On	If applicable, type or select the date on which the notice to proceed was issued, or the date on which the vendor signed and acknowledged the order.	This field is only for record keeping purposes and does not print on the form.
33	Complete Project ID	Type in ID if necessary	
34	Complete Project Title		

35	Complete Confirmed With	This can be info such as price or availability that was confirmed with the vendor via phone or non-electronic method. Use this field to record the name of the person providing the confirmation.	
36	Complete Ref Your Text	This can be the vendor's quote number or any info that helps vendor locate info in the future.	
37	Select NAICS Code		
38	Select Originating Office		
39	Is this an IT related Purchase	Select Yes or No	
40	Complete Potential Amount		
41	Choose Supplies or Services or Both		If you choose Supplies or Services, it will also default to line item. If you choose Both, you must distinguish each line item as either Supplies or Services.
42	Choose Construction	Select Yes or No	
43	GWAC/GSA Purchase	Check (if applicable)	Check the box if there are Government-wide Acquisition Contract (GWAC) or General Services Administration (GSA) items included on this document.
44	Choose CCR Exception (if applicable)		
45	Complete SBA Contract Number		
46	FPDS NG		Reconstructed base awards are not reported to FPDS, but the Mods will be. This field will be blank.
47	Select Program Official (if applicable)		
48	Select Specialist Official (if applicable)		
49	Select Credit Card Purchase (if applicable)		
50	Select Subject to Retention (if applicable)		
51	Select Approved Financial Exception (if applicable)		
52	Select SBIR-STTR Award (if applicable)		
53	Select Safety and Health (if applicable)		
54	Select Technical Deliverable		Mandatory field
55	Select Opportunities and Preferences (if applicable)		
56	Text		
57	Complete Description (optional: Header, Footer, Notes)	Complete with additional information or it could be the same as your Item Description.	
58	Payment Terms	Pre-populated. Select another choice if necessary.	
59	Limits		
60	Complete Minimum Amount per Call		
61	Complete Maximum Amount per		

	Call		
62	Complete Total Amount of Calls Not to Exceed		
63	Reconstruct		
64	Choose Mask	#(Modification)	
65	Complete Last Modification Number		Check against award hardcopy
66	Complete Initial Amount		
67	Complete Used Amount		
68	Volume Discount	Complete if applicable	
69	Summary	Verify data entered at the Header Level.	
70	Vendor	Confirm Vendor info	
71	Synopsis		
72	Package		
73	Cover Page		
74	Click Change Form		
75	Select Form	Choose SF26	
76	Body	Choose Templates (if applicable)	
77	Attachments	Choose attachments (if applicable)	
78	Supporting Docs	Choose Supporting Docs (if applicable)	
79	FedConnect	Skip	
80	Summary Report	Verify info entered for entire document	
81	Protests	Skip	
82	Claims	Skip	
83	Validations		
84	Click Here to Continue to Financial Validations		
85	Return to Home		

Delivery / Task Order

#	Script Steps	Value	Notes
1	Log into STRIPES		
2	Create Document		
3	Choose Document Type	Delivery/Task Order	
4	Contract Number	If this is an External Contract (such as GS), check the box and type in the contract number. If it is a STRIPES contract, click on the Search button to locate the STRIPES contract.	
5	Choose Create From	Reconstruct	
6	Complete Delivery/Task Order Number	Manually enter the Delivery/Task Order number from hard copy award.	
7	Section Template	Select None or New to select Clause Templates	

8	Click Continue		
9	Main		Award Instrument/STRIPES document type will be displayed in the top left corner. Amounts are displayed in top right corner. Obligated Amounts should always be less than or equal to Total Amount.
10	General		
11	Verify Owner		
12	Enter Award Date	Defaults to today's date	
13	Enter Effective Date	Defaults to today's date	
14	Select Admin Office		
15	Select Issuing Office		
16	Select Invoice Office		
17	Select Vendor		
18	Buyer		
19	Choose Type of Warrant Required		
20	Select Contracting Officer		Make sure CO has the warrant required.
21	Select COR		
22	Select Administrative Contracting Officer		
23	Select Primary Product / Service Code		
24	Enter Period of Performance	Complete if not using Delivery Date or Days After Award	
25	Choose Security Classification		
26	Additional Info		
27	Enter NTP/Vendor Signed On	Optional: Type or select the date on which the notice to proceed was issued, or the date on which the vendor signed and acknowledged the order.	This field is only for record keeping purposes and does not print on the form.
28	Site	Pre-populated	
29	Complete Project Title	Optional	
30	Complete Confirmed With	Optional	If information such as price or availability was confirmed with the vendor via phone or non-electronic method, use this field to record the name of the person providing the confirmation.
31	Reference Your Text	Optional: Type the vendor's quote number or another indicator that might help the vendor locate the information in the future.	
32	Select NAICS Code/Size Standard		The Size Standard is automatically generated once the NAICS Code is selected. It displays the size standard for the NAICS Code.
33	Select Originating Office		
34	Is this an IT related Purchase	Select Yes or No	
35	Complete Potential Amount		
36	Choose Supplies or Services		If you choose Supplies or Services, it will also default to line item. If you choose Both, you

			must distinguish each line item as either Supplies or Services.
37	Choose Construction	Select Yes or No	
38	GWAC/GSA Purchase	Check (if applicable)	Check the box if there are Government-wide Acquisition Contract (GWAC) or General Services Administration (GSA) items included on this document.
39	Choose CCR Exception (if applicable)		
40	Complete SBA Contract Number		
41	FPDS NG	This will automatically populate when the award is transmitted to FPDS NG.	
42	Select Invoice Approving Official		Mandatory field
43	Select Program Official (if applicable)		
44	Select Specialist Official (if applicable)		
45	Select Credit Card Purchase (if applicable)		
46	Select Subject to Retention (if applicable)		
47	Select Approved Financial Exception (if applicable)		
48	Select SBIR-STTR Award (if applicable)		
49	Select Safety and Health (if applicable)		
50	Select Technical Deliverable		Mandatory field
51	Select Opportunities and Preferences (if applicable)		
52	Text		
53	Complete Description (optional: Header, Footer, Notes)	Complete with additional information or it could be the same as your Item Description.	
54	Payment Terms	Pre-populated or select another selection if necessary	
55	Reconstruct		
56	Choose Mask	#(Modification)	Suggestion: Always use even if there are no mods. If there are no mods, put 000 in the Last Modification Number field.
57	Complete Last Modification Number		Check against award hardcopy
58	Complete Initial Amount		
59	Discount	Complete if applicable	
60	Summary	Verify data entered at the Header Level.	
61	Items		
62	Click Add		
63	General		
64	Item Number	Leave as Default	
65	Select UNSPSC		
66	Complete Description	Description may populate from the UNSPSC, but if necessary, change to the actual item description of the DO/TO.	

67	Solicitation Number	If applicable, associate with a Solicitation.	
68	Product Service Code	Pre-populated from Main General	
69	Period of Performance	Pre-populated from Main General	
70	Calculate By Percentage	Leave unchecked	
71	Print Detail	Check the box if you want PRISM to print all the funding details for the line item such as minimum and maximum quantity, and minimum and maximum amount. Used with indefinite delivery and indefinite quantity line items.	
72	Select Line Item Type		
73	Complete Contract Proposal amount (if applicable)		
74	Choose Qualifier		Default to Dollars
75	Award Type	Pre-populated from Main General	
76	Check Economic Price Adjust if applicable		
77	Select Unit of Issue	Disabled if Qualifier is By Dollars	
78	Complete Quantity	Disabled if Qualifier is By Dollars	
79	Complete Unit Price	Disabled if Qualifier is By Dollars	
80	Complete Amount	Complete if Qualifier is By Dollars. It is automatically calculated if the Qualifier is By Quantity.	This amount equals the Total Award Amount
81	Additional Info		
82	Select Special Handling		
83	Select Invoice Matching		
84	Select Supplies or Services	Pre-populated if selected on Main Additional Info	
85	Inspection Required	Check (if applicable)	
86	Require First Article Testing	Check (if applicable)	
87	Accountable Property	Uncheck (if not applicable)	
88	Option Line Item Info	Complete if applicable to Line Item	
89	FOB info	Complete if applicable to Line Item	
90	System Item Code		
91	ShipTo/Acct		
92	Click Add (middle of page)		
93	Select ShipTo		
94	Quantity and Amount/ShipTo Value are pre-populated from Item General		
95	Delivery Date or Days After	Skip if Period of Performance is complete.	
96	Accounting <i>Click Add</i>		
97	Accounting Code	Skip	
98	Select Account AFF String		
99	Percent	Pre-populated/Disabled	

100	Fully Funded Amount/Quantity	Leave default or if multiple accounting sources, complete accordingly.	
101	Obligated Amount and Uninvoiced fields		
102	Subject to Availability of Funds	Check (if applicable)	
103	Complete Project Number		
104	Complete Task Number		
105	Select Payment Office		
106	Requisition Number		
107	Click Calculate		
108	Click Submit		
109	Click Submit		
110	Funding		
111	Select Funding Type	Incrementally Funded	
112	Incrementally Funded Through (Date)	Leave blank	
113	Limits	Optional	
114	Discount	Complete if applicable	
115	Warranty	Complete if applicable	
116	Text	Optional	Anything typed in Header or Footer text will appear just above or just below the item.
117	Reconstruct		
118	Complete Initial Quantity		
119	Complete Initial Amount		
120	Suspense Items	Skip	
121	Summary	Verify info entered at Line Item level	
122	Validations		
123	Return		
124	Vendor	Confirm Vendor info	
125	Synopsis		
126	Package		
127	Cover Page		
128	Click Change Form		
129	Select Form	Choose SF26	
130	Click Edit to modify the Cover Page, and then click Submit when you are done.		
131	Body	Choose Templates (if applicable)	
132	Attachments	Choose attachments (if applicable)	
133	Supporting Docs	Choose Supporting Docs (if applicable)	
134	FedConnect	Skip	
135	Summary Report	Verify info entered for entire document	
136	Protests	Skip	
137	Claims	Skip	
138	Validations		
139	Click Here to Continue to Financial Validations		
140	Return to Home		

Grant

#	Script Steps	Value	Notes
1	Log into STRIPES		
2	Create Document		
3	Choose Document Type	Grant	
4	Choose Create From	Reconstruct	
5	Complete Contract Number	Manually enter the Grant number from hard copy award.	
6	Choose Section Template	Select None or New to select Clause Templates	
7	Click Continue		
8	Main		Award Instrument/STRIPES document type will be displayed in the top left corner. Amounts are displayed in top right corner. Obligated Amounts should always be less than or equal to Total Amount.
9	General		
10	Verify Owner		
11	Choose Type of Agreement		
12	Choose Agreement Category		
13	Choose Award Type		
14	Enter Award Date	Defaults to today's date	
15	Enter Effective Date	Defaults to today's date	
16	Completion Date	Leave blank	
17	Select Admin Office		
18	Select Issuing Office		
19	Select Sponsoring Office		May be required.
20	Select Invoice Office		
21	Select Recipient		
22	Select Buyer		
23	Choose Type of Warrant Required		
24	Select Agreements Officer		Make sure CO has the warrant required.
25	Select Program manager		
26	Select Administrative Grant Officer		
27	Select Primary Product / Service Code	0000	
28	Enter Period of Performance		
29	Choose Security Classification		
30	Additional Info		
31	CFDA Number		This is a required field.
32	Select Site	Defaults to user's site	
33	Select Project ID		
34	Complete Project Title		
35	Complete Confirmed With		
36	DO/DPAS Rating	Skip	
37	Select NAICS Code	Skip if not necessary	
38	Select Originating Office		
39	Complete Potential Amount		
40	Choose Supplies or Services		

41	Choose Construction	Select Yes or No	
42	GWAC/GSA Purchase	Check (if applicable)	
43	Choose CCR Exception (if applicable)		
44	Select Technical Officer Name		
45	Complete Mail Stop		
46	Complete Phone #		
47	Complete Email Address		
48	Select Invoice Approving Official		Mandatory field
49	Select Program Official (if applicable)		
50	Select Specialist Official (if applicable)		
51	Select ASAP	Defaults to Yes	
52	Select Approved Financial Exception (if applicable)		
53	Select SBIR-STTR Award (if applicable)		
54	Select Technical Deliverable		Mandatory field
55	Text		
56	Complete Description (optional: Header, Footer, Notes)	Complete with additional information or it could be the same as your Item Description.	
57	Payment Terms	Pre-populated. Select another choice if necessary.	
58	Reconstruct		
59	Choose Mask	#(Modification)	
60	Complete Last Modification Number		Check against award hardcopy
61	Complete Initial Amount		
62	Complete Guaranteed Amount		
63	Complete Used Amount		
64	Summary	Verify data entered at the Header Level.	
65	Items		
66	Click Add		
67	General		
68	Item Number	Leave as Default	
69	Select UNSPSC	If used, complete with code.	
70	Complete Description		
71	Product Service Code	Pre-populated from Main General	
72	Period of Performance	Pre-populated from Main General	
73	Calculate By Percentage	Leave unchecked	
74	Print Detail	Leave unchecked	Used with indefinite delivery and indefinite quantity line items.
75	Select Line Item Type		
76	Complete Contract Proposal Amount (if applicable)		
77	Choose Qualifier		
78	Award Type	Pre-populated from Main General	
79	Check Recipient Acquired Equipment if applicable		
80	Select Unit of Issue	Disabled if Qualifier is By Dollars	

81	Complete Quantity	Disabled if Qualifier is By Dollars	
82	Complete Unit Price	Disabled if Qualifier is By Dollars	
83	Complete Amount	Complete if Qualifier is By Dollars. It is automatically calculated if the Qualifier is By Quantity.	This amount equals the Total Award Amount
84	Additional Info		
85	Select Special Handling		
86	Select Invoice Matching		
87	Select Supplies or Services	Pre-populated if selected on Main Additional Info	
88	Inspection Required	Check (if applicable)	
89	Accountable Property	Uncheck (if not applicable)	
90	Option Line Item Info	Complete if applicable to Line Item	
91	FOB info	Complete if applicable to Line Item	
92	Select Meets Green Requirements		
93	ShipTo/Acct	Follow the Reconstruct and Contract Value Review example.	
94	Click Add (middle of page)		
95	Select ShipTo		
96	Quantity and Amount/ShipTo Value are pre-populated from Item General		
97	Delivery Date or Days After	Skip if Period of Performance is complete.	
98	Accounting <i>Click Add</i>		
99	Accounting Code	Skip	
100	Select Account AFF String		
101	Percent	Pre-populated/Disabled	
102	Fully Funded Amount	Leave default or if multiple accounting sources, complete accordingly.	
103	Obligated Amount and Uninvoiced fields		
104	Subject to Availability of Funds	Check (if applicable)	
105	Complete Project Number		
106	Complete Task Number		
107	Select Payment Office		
108	Requisition Number	Skip	
109	Click Calculate		
110	Click Submit		
111	Click Submit		
112	Funding		
113	Select Funding Type	Incrementally Funded	
114	Incrementally Funded Through (Date)	Leave blank	
115	Text	Optional	Anything typed in Header or Footer text will appear just above or just below the item.
116	Reconstruct		
117	Complete Initial Quantity for Line Item		

118	Complete Used Quantity for Line Item		
119	Complete Initial Amount for Line Item		
120	Complete Used Amount for Line Item		
121	Suspense Items	Skip	
122	Summary	Verify info entered at Line Item level	
123	Validations	Validates data at Line Item level	
124	Return		
125	Recipient	Confirm Recipient info	
126	Package		
127	Cover Page		
128	Click Change Form		
129	Select Form	Choose AssistAgmt-GEN	
130	Click Edit to modify the Cover Page. Click Submit when done.		
131	Body	Choose Templates (if applicable)	
132	Attachments	Choose attachments (if applicable)	
133	Supporting Docs	Choose Supporting Docs (if applicable)	
134	FedConnect	Skip	
135	Validations		
136	Click Here to Continue to Financial Validations		
137	Main <i>Click Route</i>	Route for Review/Approval	
138	Return to Home		

#	Script Steps	Value	Notes
1	Log into STRIPES		
2	Create Document		
3	Choose Document Type	IAA	
4	Choose Create From	Reconstruct	
5	Complete IAA Number	Manually enter the IAA number from hardcopy award.	
6	<i>Section Template</i>	Select None or New to select Clause Templates	
7	Click Continue		
8	Main		Award Instrument/STRIPES document type will be displayed in the top left corner. Amounts are displayed in top right corner. Obligated Amounts should always be less than or equal to Total Amount.
9	General		
10	Verify Owner		
11	Enter Award Date	Defaults to today's date	
12	Enter Effective Date	Defaults to today's date	
13	Select Admin Office		
14	Select Issuing Office		
15	Select Invoice Office		
16	Select Buyer		
17	Choose Type of Warrant Required		
18	Select Contracting Officer		Make sure CO has the warrant required.
19	Select COR		
20	Select Administrative Contracting Officer		
21	Enter Period of Performance		
22	Choose Security Classification		
23	Additional Info		
24	Select Project ID		
25	Complete Project Title		
26	Site	Leave default	
27	Complete Confirmed With		
28	Reference Your Text	Enter information such as the vendor's quote number or any other indicator that might help the vendor locate the information in the future.	
29	Select Originating Office		
30	Is this an IT related Purchase	Select Yes or No	
31	Complete Potential Amount		
32	Choose Supplies or Services		If you choose Supplies or Services, it will also default to line item. If you choose Both, you must distinguish each line item as either Supplies or Services.
33	Choose Construction	Select Yes or No	

34	GWAC/GSA Purchase	Skip	This indicates that there are Government-wide Acquisition Contract (GWAC) or General Services Administration (GSA) items included on this document.
35	Choose CCR Exception (if applicable)		
36	Select Invoice Approving Official		Mandatory field
37	Select Program Official (if applicable)		
38	Select Specialist Official (if applicable)		
39	Select Approved Financial Exception (if applicable)		
40	Select SBIR-STTR Award (if applicable)		
41	Select Safety and Health (if applicable)	Defaults to No	
42	Select Technical Deliverable		Mandatory field
43	Text		
44	Complete Description (optional: Header, Footer, Notes)	Complete with additional information or it could be the same as your Item Description.	
45	Payment Terms	Pre-populated. Select another choice if necessary.	
46	Reconstruct		
47	Choose Mask	#(Modification)	
48	Complete Last Modification Number		Check against award hardcopy
49	Complete Initial Amount		
50	Complete Used Amount		
51	Discount	Complete if applicable	
52	Summary	Verify data entered at the Header Level.	
53	Items		
54	Click Add		
55	General		
56	Item Number	Leave as Default	
57	Product Service Code		
58	Select UNSPSC		
59	Complete Description		
60	Choose if Item is Priced or Unpriced		
61	Complete Contract Proposal Amount (if applicable)		
62	Choose Qualifier		
63	Select Unit of Issue	Disabled if Qualifier is By Dollars	
64	Complete Quantity	Disabled if Qualifier is By Dollars	
65	Complete Unit Price	Disabled if Qualifier is By Dollars	
66	Complete Amount	Complete if Qualifier is By Dollars. It is automatically calculated if the Qualifier is By Quantity.	This amount equals the Total Award Amount
67	Select Line Item Type		

68	Calculate By Percent	Leave unchecked	
69	Period of Performance	Pre-populated from Main General	
70	Additional Info		
71	Select Special Handling		
72	Select Supplies or Services	Pre-populated if selected on Main Additional Info	
73	Select Invoice Matching		
74	Inspection Required, check if applicable		
75	Require First Article Testing, check if applicable		
76	Accountable Property, check if applicable		
77	Option Line Item Info	Complete if applicable to Line Item	
78	FOB info	Complete if applicable to Line Item	
79	Select System Item Code		
80	ShipTo/Acct	Follow the Reconstruct and Contract Value Review example above.	
81	Click Add (middle of page)		
82	Select ShipTo		
83	Quantity and Amount/ShipTo Value are pre-populated from Item General		
84	Delivery Date or Days After	Skip if Period of Performance is complete.	
85	Accounting <i>Click Add</i>		
86	Accounting Code	Skip	
87	Select Account AFF String		
88	Percent	Leave default or if multiple accounting sources, complete accordingly.	
89	Amount/Quantity	Leave default or if multiple accounting sources, complete accordingly.	
90	Obligated Amount and Uninvoiced fields		
91	Subject to Availability of Funds	Check (if applicable)	
92	Complete Project Number		
93	Complete Task Number		
94	Select Payment Office		
95	Requisition Number	Skip	
96	Click Calculate		
97	Click Submit		
98	Click Submit		
99	Funding		
100	Select Funding Type	Incrementally Funded	
101	Incrementally Funded Through (Date)	Leave blank	
102	Discount	Complete if applicable	
103	Warranty	Complete if applicable	
104	Text	Optional	Anything typed in Header or Footer text will appear just above or just below the item.

105	Reconstruct		
106	Complete Initial Quantity for Line Item		
107	Complete Initial Amount for Line Item		
108	Suspense Items	Skip	
109	Summary	Verify info entered at Line Item level	
110	Validations		
111	Return		
112	Agency		
113	Select Servicing Agency Name		
114	Select Requesting Agency		
115	Synopsis	Skip	
116	Package		
117	Cover Page		
118	Click Change Form		
119	Select Form	Choose IAA	
120	To modify Cover Page, click Edit and then click Submit when done.		
121	Body	Choose Templates (if applicable)	
122	Attachments	Choose attachments (if applicable)	
123	Supporting Docs	Choose Supporting Docs (if applicable)	
124	FedConnect	Skip	
125	Summary Report	Verify info entered for entire document	
126	Protests	Skip	
127	Claims	Skip	
128	Validations		
129	Click Here to Continue to Financial Validations		
130	Main <i>Click Route</i>	Route for Review/Approval	
131	Return to Home		

Purchase Order

#	Script Steps	Value	Notes
1	Log into STRIPES		
2	Create Document		
3	Choose Document Type	Purchase Order	
4	Choose Create From	Reconstruct	
5	Complete Purchase Order Number	Manually enter the Purchase Order number from hardcopy award.	
6	Contract Information		
7	<i>Section Template</i>	Select None or New to select Clause Templates	
8	Click Continue		
9	Main		Award Instrument/STRIPES document type will be displayed in the top left corner. Amounts are displayed in top right corner. Obligated Amounts should always be less than or equal to Total Amount.
10	General		
11	Verify Owner		
12	Complete Purchase Order is:	Choose Priced or Unpriced	
13	Enter Award Date	Defaults to today's date	
14	Enter Effective Date	Defaults to today's date	
15	Select Admin Office		
16	Select Issuing Office		
17	Select Invoice Office		
18	Select Vendor		
19	Complete <i>For</i> field with DUNS		You can also choose <i>Name</i> from the Search drop-down list and complete the <i>For</i> field with at least part of the Vendor's name.
20	<i>Click Search</i>		
21		Click on the appropriate ID# under Vendor Selection	
22	Buyer		
23	Choose Type of Warrant Required		
24	Select Contracting Officer		Make sure CO has the warrant required.
25	Select COR		
26	Select Administrative Contracting Officer		
27	Select Primary Product / Service Code		
28	Enter Period of Performance		
29	Choose Security Classification		
30	Additional Info		
31	Enter NTP/Vendor Signed On		
32	Select Site	Defaults to user's site	
33	Select Project ID		
34	Complete Project Title		
35	Complete Confirmed With		

36	Reference Your Text		
37	Select NAICS Code		
38	Select Originating Office		
39	Is this an IT related Purchase	Select Yes or No	
40	Complete Potential Amount		
41	Choose Supplies or Services		
42	Choose Construction	Select Yes or No	
43	GWAC/GSA Purchase	Check (if applicable)	
44	Choose CCR Exception (if applicable)		
45	Complete SBA Contract Number		
46	<i>FPDS NG</i>	Reconstructed base awards are not reported to FPDS NG. These fields will be blank.	
47	Select Invoice Approving Official		Mandatory field
48	Select Program Official (if applicable)		
49	Select Specialist Official (if applicable)		
50	Select Credit Card Purchase (if applicable)		
51	Select Subject to Retention (if applicable)		
52	Select Approved Financial Exception (if applicable)		
53	Select SBIR-STTR Award (if applicable)		
54	Select Safety and Health Clause (if applicable)		
55	Select Technical Deliverable		Mandatory field
56	Select Opportunities and Preferences (if applicable)		
57	Text		
58	Complete Description (optional: Header, Footer, Notes)	Complete with additional information or it could be the same as your Item Description.	
59	Payment Terms	Pre-populated. Select another choice if necessary.	
60	Reconstruct		
61	Choose Mask	#(Modification)	
62	Last Modification Number		Check against award hardcopy
63	Complete Initial Amount		
64	Discount	Complete if applicable	
65	Summary	Verify data entered at the Header Level.	
66	Items		
67	Click Add		
68	General		
69	Item Number	Leave as Default	
70	Select UNSPSC		
71	Complete Description		
72	Select Solicitation Number	If applicable, associate with a Solicitation.	
73	Product Service Code	Pre-populated from Main General	
74	Complete Contractor Proposal Amount (if applicable)		

75	Choose Qualifier		
76	Calculate By Percent	Leave unchecked	
77	Select Line Item Type		
78	Economic Price Adjust	Check if applicable	
79	Period of Performance	Pre-populated from Main General	
80	Complete Quantity	Disabled if Qualifier is By Dollars	
81	Select Unit of Issue	Disabled if Qualifier is By Dollars	
82	Complete Unit Price	Disabled if Qualifier is By Dollars	
83	Complete Amount	Complete if Qualifier is By Dollars. It is automatically calculated if the Qualifier is By Quantity.	This amount equals the Total Award Amount
84	Additional Info		
85	Select Special Handling		
86	Select Invoice Matching		
87	Select Supplies or Services	Pre-populated if selected on Main Additional Info	
88	Inspection Required, check if applicable		
89	Require First Article Testing, check if applicable		
90	Accountable Property, uncheck if not applicable		
91	Option Line Item Info	Complete if applicable to Line Item	
92	FOB info	Complete if applicable to Line Item	
93	Select System Item Code		
94	ShipTo/Acct	Follow the Reconstruct and Contract Value Review example above.	
95	Click Add (middle of page)		
96	Select ShipTo		
97	Quantity and Amount/ShipTo Value are pre-populated from Item General		
98	Delivery Date or Days After	Skip if Period of Performance is complete.	
99	Accounting <i>Click Add</i>		
100	Accounting Code	Skip	
101	Select Account AFF String		
102	Percent	Leave default or if multiple accounting sources, complete accordingly.	
103	Amount/Quantity	Leave default or if multiple accounting sources, complete accordingly.	
104	Obligated Amount and Uninvoiced fields		
105	Subject to Availability of Funds	Check (if applicable)	
106	Complete Project Number		
107	Complete Task Number		
108	Select Payment Office		

109	Requisition Number	Skip	
110	Click Calculate		
111	Click Submit		
112	Click Submit		
113	Funding		
114	Select Funding Type	Incrementally Funded	
115	Incrementally Funded Through (Date)	Leave blank	
116	Discount	Complete if applicable	
117	Warranty	Complete if applicable	
118	Text	Optional	Anything typed in Header or Footer text will appear just above or just below the item.
119	Reconstruct		
120	Complete Initial Quantity for Line Item		
121	Complete Initial Amount for Line Item		
122	Suspense Items	Skip	
123	Summary	Verify info entered at Line Item level	
124	Validations		
125	Return		
126	Vendor	Confirm Vendor info	
127	Synopsis	Skip	
128	Package		
129	Cover Page		
130	Click Change Form		
131	Select Form	Choose OF347	
132	To modify Cover Page, click Edit and then click Submit when done.		
133	Body	Choose Templates (if applicable)	
134	Attachments	Choose attachments (if applicable)	
135	Supporting Docs	Choose Supporting Docs (if applicable)	
136	FedConnect	Skip	
137	Summary Report	Verify info entered for entire document	
138	Protests	Skip	
139	Claims	Skip	
140	Validations		
141	Click Here to Continue to Financial Validations		
142	Main Click <i>Route</i>	Route for Review/Approval	
143	Return to Home		