Linking a Requisition to Modify an Award

#	Script Steps	Input Value	Notes
Contract Specialist/Contracting Officer			
1	**Log into STRIPES**		
2	**Open Document**		
3	Choose *My Documents* from the ***Select From*** drop-down menu or complete the ***For*** field with the award number		To search for just Awards, from the ***Document Type*** drop-down menu, choose *All Awards*. Then from the ***Select From*** drop-down menu, choose *My Awards*.
4	Click Search		
5	Click on the Document Number		
6	**Main**		Award Instrument/STRIPES document type will be displayed in the top left corner.
7	Click Modify		
8	Select Document Mask	Modification (#)	
9	Click Create		
10	***General***	Most of the information is pre-populated. Modify as needed.	Notice the Version is now the Mod #-In Progress. Most items are pre-populated. Complete the Mod based on the changes needed or entailed in the Requisition, i.e. change Period of Performance, Limits, etc.
11	***Additional Info***	Most of the information is pre-populated. Modify as needed.	
12	***Place of Performance***	Skip. Not used	
13	***Text***	Complete Header Text with the purpose of the modification.	
14	***Change Text***	Skip for now. You can come back to this.	
15	***Payment Terms***	Adjust as needed if necessary	
16	***Limits***	Most of the information is pre-populated. Modify as needed if necessary.	
17	***Reconstruct***	View data	
18	***Volume Discount***	Modify as needed.	
19	***Summary***	Verify information	
20	**Items**		
21	Click on Item # to be modified and then click Modify.		**Note**: If you do not see a line item(s), click the blue **NET VIEW ON** button to display existing line item(s). **Note:** The sum of all the Line Items on the Items page will equal to the Value/Total Amount/ceiling.
22	If you're changing the		**Note:** For each Line Item, the

	Value/Ceiling, change the amount on Item | General to what the value should be.		sum of <u>all</u> the Ship To's for that Line Item equals the amount* on the General page; also on the Accounting Detail page under Ship To, the ***Funded Amounts*** in the accounting lines should equal the ***Ship To Value***. *Amount, Total Est. Cost, Target Cost, Max. Amount, or Est. Max Amount
23	**Ship To / Acct**		**Note:** Award Value/Total Amount = Sum of all Line Items; Item General amount* = Sum of all Ship To Values for that item
24	If adding to the Value <u>and</u> obligating, click Add to add a Ship To. If only obligating funds, click in the first Ship To code and go to Step 27.		**Note:** If you are only adding to the Value, add the 'increase by' amount to the first Ship To Value, then Edit the first accounting line item and replace the ***Fully Funded Amount*** with the same value as the (new) ***Ship To Value***.
25	Complete Ship To location code	Ex. 00113, 00112	
26	Enter Ship To Value	This will be the amount of the Requisition to be linked and/or the amount by which you are increasing the value.	
27	Click **Accounting *Add***		
28	Scroll to bottom of screen and click on the Requisition Number look-up button to locate the Req to be linked.		
29	Click *Display* to list your Reqs		
30	Find your Req and click on the *Yes* next to it.		If there are items included on the Req, they will appear at the bottom of the screen. **If there are no line items or accounting line items, the Req cannot be linked**. Be sure to note the Req number in your Header Text or on the Cover page; choose *Requisition Override* and type in the Req #(s).
31	Click on the Item Number at the bottom of the screen and the Accounting Detail screen is displayed again.		
32	Scroll to the bottom of screen, click Refresh		
33	Click Yes to refresh accounting info.		
34	Click Submit		At this point, if the Req contains several accounting lines or if you need to link another Req, repeat

			these steps starting at Step 27. If the additional Req is adding Value, go to Step 35 and repeat steps starting at Step 24.
35	Click Submit		
36	**Validations**		
37	To go back to the Header Level, click **Return**.		
38	**Vendor**	Information is Pre-populated	
39	**Package**		
40	Click *Change Form*		
41	Select the Form	SF30 or appropriate form	
42	Click Edit	If using the SF30, enter appropriate contracting information in the correct block on paragraph 13 (A, B, C or D).	If you do not want the accounting strings to appear on the form, for the accounting block (Block 12 on the SF30), click on Accounting Override. Modify other fields/blocks as necessary.
43	Click Submit		
44	**Body**	Add/Modify as needed	
45	**Attachments**	Add/Modify as needed	
46	**Supporting Docs**	Add/Modify as needed	
47	**FedConnect**	If necessary, check send to FedConnect	
48	**Summary Report**	Verify information	
49	**Protest**	Skip	
50	**Claims**	Skip	
51	**Validations**		
52	**Click here to continue to Financial Validation**		
53	**Main:** Click *Change Text*		
54	Click Generate	The system will automatically generate the list of changes created on this Req for Mod.	You can add to, delete, and modify this text.
55	**Main:** Click ***FPDS***	Preparing to Launch FPDS-NG. New browser/screen opens up.	You will be able to view the FPDS-NG record.
56	Open the FPDS-NG Browser that has been created	Complete the required FPDS-NG data by Validating and Saving a valid Draft	
57	Close FPDS-NG browser and return to STRIPES		
58	**Main:** Click Route	Route instrument for Review/Approval	Please remember to Return to Welcome Page or Logoff so the user(s) on the route will be able to fully access the document.
59	**Return Home**		