1 Creating a New Purchase Request

- From the menu bar, select **Purchase Request → New**.
- Fill in the following *mandatory* fields, **Description** and **Purchase Request Number**; and the optional fields, **DPAS Priority Rating** and **Priority Rating**, as applicable. *The **Requisition Date** is automatically assigned and cannot be edited.*

2 Main Form Tab

The *Main Form Tab* contains information regarding the **Requesting Office, Issuing Office, Suggested Vendors, Type of Action** and **Comments**.

- The **Requesting Office** and the **Issuing Office** fields default to information given during the registration process. *These fields may be edited by clicking on [Select].*
- To select a **Suggested Vendor**, click on the **[Add]** button at the top of the box and search for the desired vendors. This field may not be edited.
- Use the **Comments** field for any additional information concerning the PR.
- Click the appropriate radio button for the **Type of Action**.

3 Line Item Tab

The *Line Item Tab* displays the individual CLINS associated with the PR. From the menu bar, select **Line Item → New → CLIN** to add a CLIN. The **Line Item Number** is automatically assigned, but may be edited. A short **Description** of the Line Item must be entered. All other pertinent information should be added in the following tabs:

Detail Tab

The *Detail Tab* provides information pertaining to the **Delivery Date, ADC, Period of Performance, CLIN Type, Extended Description, Item Calculation, Period, Opt #, Unit of Issue,** and **MILSTRIP.**

- Either a **Delivery Date** or a **Period of Performance** must be entered. *To use the **Auto-Calendar** feature, press the **[Shift]** key and double-click the mouse while the cursor is in the appropriate date field. Then select the desired day, month, and year, and click **[OK]**. The date will automatically populate the field selected.*
- Both the **Quantity** and **Estimated Unit Price** fields are mandatory for priced CLINs.
- Add an **Extended Description** to provide specific information about the CLIN.
- Choose a **Unit of Issue** from the drop down box.

Description Tab

The *Description Tab* specifies details pertaining to the CLIN. The user can include the **Manufacturer, Manufacturer Number, Part Number, Product/Category Number, Drawing Number, Specification Number, Serial Number, Piece Number, Model Number, Color, Size, SMIC, NSN, Project Number, FSC Code,** and **SIC Code** on this tab.

Funding Tab

The *Funding Tab* displays funding information at the Line Item level.

- From the menu bar, select **Funding → New** to fund a Line Item.
- To add a new fund strip, click **[New]**. Select the appropriate fund strip template from the drop down box in the lower left corner. Enter the new fund strip and click **[OK]**.
- To use an existing fund strip, click **[Manage]** and search for the fund strip by either **Code** or **User ID**. Highlight the desired fund strip and click **[Select]**.
- Once the fund strip is added, verify the funded amount of the CLIN and click **[OK]**.

Contract-Level funding can be added at the Line Item Tab of the PR if necessary.

Shipping Tab

The *Shipping Tab* identifies the **Shipping Address, F.O.B., Additional Markings, Charge Shipping To, HAZMAT,** and **Shipping Mode.**

- To select a **Shipping Address**, click on the **[Select]** button and search for the address.

When the CLIN is completed, go to the menu bar and select **File → Update**. A **Validation Errors Window** may appear with any necessary information that needs to be included in the CLIN. Updating the PR with a CLIN will return the user to the *Line Item Tab* of the **Purchase Request** window. Double click on the CLIN to return to the **Line Item Detail** window. Updating does not save the data.

4 Contracts Tab

The *Contracts Tab* designates **Suggested Contract Information,** a **Contract Number,** and a **Suggested Preference Program.**

5 Additional Data Tab

The *Additional Data Tab* provides additional information such as **Additional Point of Contact** and **Security Clearance Classification** information. The **KO Notes** field cannot be accessed by the *PRweb* user. It is used as a notes field for the Contract Specialist to provide comments regarding the PR.

6 Saving

To save the PR, go to the menu bar and select **File → Save**. *It is a good idea to save often.*

7 Attachments

PRweb allows the addition of any procurement-related documents to the PR as an attachment. *Microsoft Office Files are preferred.*

- To add an attachment, open the associated PR and go to the menu bar to select **File → Attachments**.
- Click the **[Add]** button from the **File Attachments** window.
- Enter the filename and the extension of the document to be attached in the **Filename** field (e.g. 'SOW.doc,' 'table.xls') and enter a description of the file in the **Description** field.
- Click the **[Select File]** button. Then click the **[Browse]** button to access the file and its location.
- Once the file is selected and displayed in the box, click the **[Attach]** button to attach the file and its path to the PR. Then click **[Close]** to close the Attachments section.

8 Routing for Approval

PRs can be routed for approval within *PRweb* to other Approvers and to the Contracting Office.

- From the User Desktop, highlight the appropriate PR in the **Drafts Folder**, go to the menu bar and select **Purchase Request → Route**.
- To add users to the **Routing Sheet**, highlight the user name in the **User Box** and click the right arrow to add the name to the **Route To Box**. *Be sure to add the users in the correct order of the approval process.* The user has the ability to route to a specific user or a group.
- Click on the **[Select]** button for the **Route to PD^2 User** field and select the desired Contract Specialist. *Once approved by every user on the **Routing Sheet**, the PR will be forwarded to the selected Contract Specialist.*
- Click **[OK]** to begin the routing process.

Mission

The DEPSECDEF-directed goals for paperless contracting are to achieve 90% paperless hand-off of front-end requirements to the Standard Procurement System (SPS) initially and then to move forward to seamless contracting.

About AcquiLine - PRweb

Today, most Purchase Requests (PRs) are submitted to contract offices on paper, and then manually transcribed into the contract offices' information systems. For organizations with automated requirements systems, data is transmitted to contracts systems through complex, custom interfaces. Both methods of submitting a PR can be costly and time consuming.

AcquiLine - PRweb, is a direct paperless channel between a customer and a contract organization's Procurement Desktop - Defense (PD^2) database. An adjunct application to Standard Procurement System (SPS), *PRweb* provides a low cost integrated solution that operates on "thin client" PCs.

Directly from their desktop Web browsers, customers can create PRs, with attachments, for supplies and services. After creating the PR, users can route it to other *PRweb* users in their organization for approval, according to locally defined business practices. Once the PR is approved, the information is saved directly to the PD^2 system at the contract office.

PRweb also allows customers to view PR status information through their desktop Web browser. This capability saves the customer valuable time, providing customer self-service rather than placing an inquiry into the contract office.

Helpful Hints about PRweb

User Login

Access *PRweb* via the URL http://<IPaddress>/acquiline/home.html. The IP address will be site specific, thereby giving each site a unique URL.

Registration to become a *PRweb* user will also be a site-specific process, which will be directed by the System Administrator.

- From the **Login** window, select the *Login Tab* and enter the appropriate information in the **User Name** and **Password** fields.
- Click the **[Login]** button

Searching in PRweb

The **Search** window allows for easy selection of data within the PD^2 database.

- Filter the search by selecting the desired **Search By** radio button on the right. This allows the search to be defined by various fields such as **Code, Name, State, Phone Number,** and **Zip Code**.
- Enter the criteria in the **Search Criteria** field. Use the % sign as a universal search symbol. (e.g. "Dir%" will search for anything beginning with "Dir")
- Select **[Search]**
- Highlight the desired result and click **[Select]**

*All searches are **case sensitive***

Help Options

For Additional Information, use the Help Menu, consult the Functional Users Guide, access the AcquiLine website at http://acquiline.ams.com, or contact your System Administrator