# Query
# User's Guide

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## DISCLAIMER

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## Introduction

The Standard Procurement System Query application is designed to allow both SPS and non-SPS users to review the status of contract documents throughout the procurement process.

## User Interface

### SPS Query Search Page

The **SPS Query Search** Page (*see Figure 1: SPS Query Search Page*) is the default page for the Query application. This page contains a form field in which the user can enter one of several different types of document numbers. This form field automatically strips out special characters and auto-formats document numbers that are entered without dashes (example: N6893608D0016). Users can enter partial documents numbers to obtain a list of like numbers (*see Figure 3: Wild-Card Search List Data Panel*). Upon submission of a valid document number, the application will redirect the user to the appropriate information display page.



**Figure 1: SPS Query Search Page**

### Panel Display Page

The **Panel Display Page** (see Figure 2: Panel Display Page) is the main information display page of the Query application. Every view of this page contains the Navigation Bar, the database location of the currently displayed document, the Document Type and Document Number identifiers, and a form field for searching new documents. Additionally, every view of the Panel Display Page lists the location of the currently displayed document.

**Figure 2: Panel Display Page**

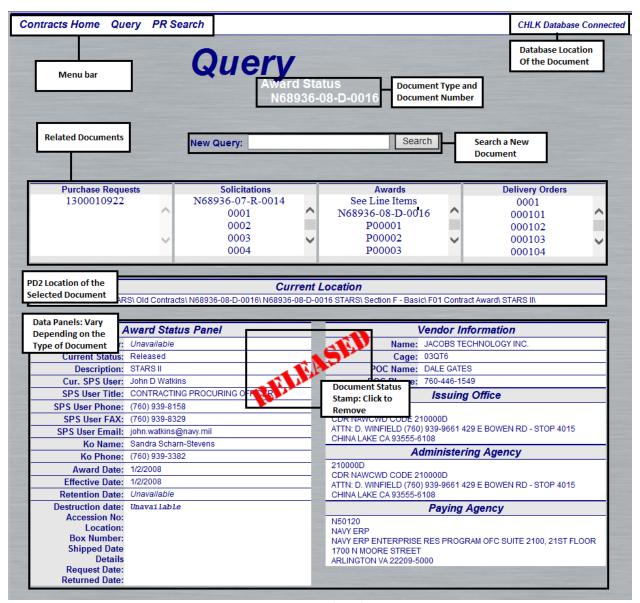## Document Types

The Query application home page contains a form field in which the user may enter the document (*see Figure 1: SPS Query Search Page*) number for which they wish information. The document numbers entered will be one of the following search types:

    **i.**    Wild-card search

   **ii.**    Purchase Request

  **iii.**    Purchase Request Modification

  **iv.**    Solicitation

    **v.**    Solicitation Amendment

    **vi.**    Award

    **vii.**    Award Modification

    **viii.**    Delivery Order

    **ix.**    Delivery Order Modification

    **x.**    SAP PO Number

## Wildcard Search

A wild-card search allows the user to enter a partial or complete document number followed by a wild-card character, or the user can simply type in a partial or complete document number and click the search button. SPS Query will enter the wildcard character automatically if the user does not enter it following a partial number.  In SPS Query the wild-card character used is the "%" symbol.

Example: N68936-08-D-0016%, 13003753%

Upon entry of a document number and wild-card character the application is to be directed to the "**Wild-card Search"** page that will display a table with all related documents (*see Figure 3: Wild-Card Search List*).

## Purchase Request

A Purchase Request document number consists of ten numbers usually starting with 1300. Upon entry of a full purchase request number, the user is to be redirected to the "**Purchase Request Status"** page.

    **Example:** "1300375371"

The Purchase Request page displays the **Purchase Request Status Panel** (*see Figure 4: Purchase Request Status Panel*) and the **Workload Assignment Panel** (*see Figure 11: Workload Assignment Panel).*

## Purchase Request Modification

A Purchase Request Modification consists of fifteen characters. A ten-digit document number followed by a hyphen and four more digits. Upon entry of a full purchase order modification number, the application is redirected to the "**PR Modification Status"** page.

    **Example:** "1300375371-0001"

The Purchase Request Modification page displays the **PR Modification Status Panel** (*see Figure 5:  PR Modification Status Panel)* and the **Workload Assignment Panel** (*See Figure 11: Workload Assignment Data Panel*).

## Solicitation

Solicitation document numbers follow the following format:

    **Example:** N68936-08-T-0001

Solicitation document types are either enumerated with a type "T" or with an "R". Upon entry and submission of a solicitation number, the user will be redirected to the "**Solicitation Status**" page. The Solicitation Status Page displays the **Solicitation Status Panel** (*see Figure 6: Solicitation Status Panel*).

## Solicitation Amendment

Solicitation amendments follow the same format as the Solicitation document number, but they have an additional four-digit number appended to the end of the solicitation number.

**Example:** "N68936-08-T-0001-0001"

Upon entry and submission of a solicitation number, the user will be redirected to the "**Solicitation Amendment Status**" page. This page contains the **Solicitation Amendment Status Panel** (*see Figure 7: Solicitation Amendment Status Panel*).

## Award

Award document numbers follow the same format as solicitation document numbers. The document type enumerations are "P", "F", "C","D", "G", "H", and "A".

**Example**: "N68936-08-D-0016"

Upon entry and submission of an award number, or selection of an award number from the related documents list, the user will be redirected to the "**Award Status Page**". This page contains the **Award Status Panel** (*see Figure 8: Award Status Panel*) and **the Vendor Information Panel** (*see Figure 12: Vendor Information Panel*).

## Award Modification

Award modifications can follow the same format as awards, with an additional six characters appended to the end for each award modification.

**Example:** "N68936-08-D-0016-P00001"

Upon entry and submission of a modification number, or selection of a modification number from the related documents list, the user will be redirected to the "Modification Status page". This page contains the **Modification Status Data Panel** (*see Figure 9: Modification Panel*), the **Vendor Information Data Panel** *(see Figure 12: Vendor Information Panel),* and **the Workload Assignment Data Panel** (*see Figure 11: Workload Assignment Panel*).

## Delivery Order

Delivery Orders follow the same format as Awards with an additional four characters for each Delivery Order.

**Example:** "N68936-08-D-0016-0001"

Upon entry and submission of a Delivery Order number, or upon selection of a Delivery Order number from the related documents list, the user will be redirected to the **Delivery Order Status page**. This page contains the **Delivery Order Status Panel** (*see Figure 9: Delivery Order Status Panel)* and the **Vendor Information Panel** (*see Figure 12: Vendor Information Panel).*

## Delivery Order Modification

Delivery Order Modifications follow the same format as Delivery Orders, but have an additional 2 characters appended to the end for each Delivery Order Modification for each Delivery Order.

**Example:** "N68936-08-D-0016-000101"

Upon entry and submission of a Delivery Order Modification number, or upon selecting the Delivery order Modification number from the related documents list, the user will be redirected to the Delivery Order Status Page. This page contains **the Modification Status panel** (*see Figure 10: Modification Status Panel)***,** the **Vendor Information Panel** (*see Figure 12: Vendor*

*Information Panel),* and **the Workload Assignment Panel** (*see Figure 11: Workload Assignment Panel*).

## SAP PO Number

SAP PO numbers are ten digit numbers that begin with the numbers "453".
> **Example**: "4530077316"

Upon entry of a SAP PO number or upon selection of a SAP PO number link within the Award Status, or Modification Status Data Panels, the user will be redirected to the SAP PO Number Display page. This page displays the **SAP Related Documents List Panel**.

## Data Panels

## Wild-Card Search List

The Wild-Card Search List Data Panel (*see Figure 3: Wild-Card Search List*) is accessed by entering a partial or complete document number followed by the percentage symbol (%) into the form field. Upon submission, the application will display documents that start with the entered number.

| Contracts Home | Query | PR Search | | CHLK Test Database Connected |
|---|---|---|---|---|

# Query
Wild-Card Search: 13003753%%

New Query: [                    ] [ Search ]

| Document Number | Owner | Status | Description | Type |
|---|---|---|---|---|
| 1300375311 | Faith L Lagore | Approved | Existing Contract #: NEW ORDER 1. Cont | REQ |
| 1300375311-0001 | Faith L Lagore | Released | Existing Contract #: NEW ORDER. AMENDMEN | REQ |
| 1300375323 | Mary K. Jacobs | Approved | TYBRIN N68936-10-D-0034, TRSS TASK ORDER | REQ |
| 1300375328 | Faith L Lagore | Approved | Existing Contract # : New Order 1. Con | REQ |
| 1300375337 | Caroline G. Walker | Approved | Existing Contract#:N68936-12-D-0015 TO H | REQ |
| 1300375353 | John J. Faria | Approved | Contract number N68936090040 Task Order | REQ |
| 1300375359 | Faith L Lagore | Approved | NEW ORDER 1. Funding provided to purcha | REQ |
| 1300375371 | Faith L Lagore | Approved | NEW ORDER 1. Purchase of 32 MAGOPS TAU | REQ |
| 1300375371-0001 | Faith L Lagore | Released | PR Mod | REQ |

**Figure 3: Wild-Card Search List**

## Purchase Request Status Panel

The **Purchase Request Status Panel** (*see Figure 4: Purchase Request Status Panel*) displays basic information about the Purchase Request.

**Figure 4: Purchase Request Status Panel**


## PR Modification Status Panel

The **PR Modification Status Panel** (*see Figure 5: PR Modification Status Panel*) provides basic information about the Purchase Request Modification.



**Figure 5: PR Modification Status Panel**


## Solicitation Status Panel

The **Solicitation Status Panel** (*see Figure 6: Solicitation Status Panel*) provides the user with basic information about the selected Solicitation document.

**Figure 6: Solicitation Status Panel**

## Solicitation Amendment Status

The **Solicitation Amendment Status Panel** (*see Figure 7: Solicitation Amendment Status Panel*) provides basic information about the selected Solicitation amendment.



**Figure 7: Solicitation Amendment Status Panel**

## Award Status Panel

The **Award Status Panel** (*see Figure 8: Award Status Panel*) provides basic information to the user about the selected Award.

**Figure 8: Award Status Panel**

## Delivery Order Status Panel

The **Delivery Order Status Panel** (*see Figure 9: Delivery Order Status Panel*) provides basic information to the user about the selected Delivery Order document.



**Figure 9: Delivery Order Status Panel**

## Modification Status Panel

The **Modification Status Panel** (*see Figure 10: Modification Status Panel*) displays basic information about an Award Modification or a Delivery Order Modification.



**Figure 10: Modification Status Panel**

## Workload Assignment Data Panel

**The Workload Assignment Panel** (*see Figure 11: Workload Assignment Panel*) provides basic information on the status of the assigned workload tasks and to whom they were assigned. The Workload assignment panel displays on the Purchase Request Status Page, The Modification Status Page, and the Delivery Order Modification Status page.

Figure 11: Workload Assignment Panel

## Vendor Information Data Panel

The **Vendor Information Panel** (*see Figure 12: Vendor Information Panel*) provides information about the vendor that is associated with the contract or document.


Figure 12: Vendor Information

## SAP PO Number Data Panel

The **SAP PO Number Data Panel** (see Figure 13: SAP PO NUMBER Data Panel) displays a list of documents that are related to the entered SAP PO Number.

| Document Number | Owner | Status | Description | Type |
|---|---|---|---|---|
| N68936-08-D-0016-0001 | John D Watkins | Approved | F/A-18 S/W eng & proj plan | DEL |
| N68936-08-D-0016-000101 | John D Watkins | Approved | 0001 01 Incremental Funding | DOM |
| N68936-08-D-0016-000102 | John D Watkins | Approved | Revised QASP | DOM |
| N68936-08-D-0016-000103 | John D Watkins | Approved | 0001 03 Incremental Funding | DOM |
| N68936-08-D-0016-000104 | John D Watkins | Approved | 0001 04 Incremental Funding | DOM |
| N68936-08-D-0016-000105 | John D Watkins | Approved | deobligate funding | DOM |
| N68936-08-D-0016-000106 | John D Watkins | Approved | decrease LOE, cost and funding | DOM |
| N68936-08-D-0016-000107 | John D Watkins | Approved | Deobligation | DOM |

**Figure 13: SAP PO Number Data Panel**

## Related Documents Data Panel

The Related Documents Panel (*see Figure 14: Related Documents*) contains four sub-panels that list all document numbers that are related to the user entered document number. All listed document numbers are hyper-linked to the appropriate page. Upon selecting one of these links, the user will be relocated to the appropriate page that will display information about the selected document number.

### Purchase Requests

The Purchase Requests sub-panel lists all related Purchase Requests and Purchase Request Modifications (*see Figure 14: Related Documents-Purchase Requests*).

### Solicitations

The Solicitations sub-panel lists all related solicitations and solicitation amendments (*see Figure 14: Related Documents-Solicitations*).

### Awards

The Awards sub-panel lists all related awards and related basic modifications (*see Figure 14: Related Documents-Awards*).

### Delivery Orders

The Delivery Orders sub-panel lists all related delivery orders and related delivery order modifications (*see Figure 14: Related Documents-Delivery Orders*).

| Purchase Requests | Solicitations | Awards | Delivery Orders |
|---|---|---|---|
| 1300010922 | N68936-07-R-0014 | See Line Items | 0001 |
| | 0001 | P00001 | 000101 |
| | 0002 | P00002 | 000102 |
| | 0003 | P00003 | 000103 |
| | 0004 | P00004 | 000104 |

**Figure 14: Related Documents Data Panel**

## Document Location Panel

The **Document Location Panel** (*see Figure 15: Document Location Panel*) lists information about the location of the selected document number within the PD2 system.

Figure 15: Document Location Panel

## Line Item Description Panel

The **Line Item Description Panel** (*see Figure 16: Line Item List Panel*) general information and a listing of all line items associated with a particular document. The Line Item Description Panel is found on the Line Item page and is accessed by selecting the "See Line Items" link from the Related Documents Panel.

| CLIN | SAP PR NO CLIN PR NO | SAP CLIN | REQ Code | SAP CHG OBJ | APPN SUBH COST CODE | Description | Total Cost | Total Funding | CLIN Type |
|---|---|---|---|---|---|---|---|---|---|
| 0001 | 1300159252 | 00001 | 51D000D | *Not Available* | *Unavailab Unavailable* | Unfunded MATHWORKS | $500,000.00 | $0.00 | Priced |

Figure 16: Line Item List Panel

## Line Item Detail Panel

The **Line Item Detail Panel** (*see Figure 17: Line item Detail Panels*) provides detailed information about the individual line item related to the document. The Line Item Detail Panel is located on the Line Item Detail Page and can be accessed from the line Item Description Panel by selecting the CLIN Number link in the CLIN Column.


Figure 17: Line Item Detail Panels

## Funding Summary Panel

The **Funding Summary Panel** (*see Figure 18: Funding Summary Panel*) is located on the Line Item page. This panel gives a summary of the total funding for the Contract and related CLINS. By selecting the Total Funding Amount that is hyperlinked, the user can view the funding detail for each CLIN (see Figure 16: Funding Detail List).

| Total Funding Amount: | $0.00 |
|---|---|
| Funding This Action: | $0.00 |
| Total Contract Base Amount: | $177,390,542.00 |
| Total Contract Options Amount: | $20,545,769.00 |
| Total Contract Amount with Options: | $197,936,311.00 |
| Total Contract Amount Excercised: | $197,936,311.00 |

**Figure 18: Funding Summary Panel**

The above table is displayed for Solicitations, Solicitations Amendments, Awards, Award Modifications, Delivery Orders, and Delivery Order Modifications. For Purchase Requests, only the Total Funding Amount is displayed.

## Funding Detail Panel

The **Funding Detail panel** (*see Figure 19: Funding Detail List)* lists detailed information about funding for each CLIN. This panel is located on the Line Item Detail page. It is accessed by selecting the hyperlinked number from the Funding Summary Panel.

| CLIN | Contract ACRN | Funding Strip | Cost Code | CIN Number | Funding Amount | Funds/Work Expiration Date |
|---|---|---|---|---|---|---|
| 0001 | Unavailable | 97X4930 NH2C 260 77777 0 050120 | A00001882864 | 130037537100001 | $71,627.84 | 2013-09-30 |

**Figure 19: Funding Detail List**

## Errors

Users are redirected to the **Error Page** (*see Figure 20: Error Page*) when a document is not located within any of the Contracts databases. The document number entered will be displayed in the color red. If then document number is incorrect, enter the correct document number in the provided form field. If you believe that redirection to this page is an error, please contact the BSO Helpdesk by submitting an online ticket (*see Figure 21: Help Desk Ticket)*.
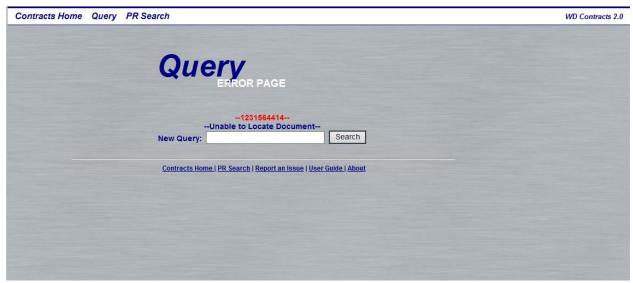
**Figure 20: Error Page**

## Help Desk Ticket Submission

The **Help Desk Ticket Submission** (*see Figure 21: Help Desk Ticket*) page is a web form that allows users to submit a ticket to the BSO Help Desk regarding documents or web page errors. Use this page to report problems with SPS Query or PR Search or to make suggestions for improvements of the SPS Query application

**Figure 21: Help Desk Ticket**

## BSO Contact Information

**BSO Helpdesk**
**Phone: (760) 939-3292**
**Email: M_CHLK_NW-2.0-HELPDESK_UD@navy.mil**