GLAAS 101 USER GUIDE:

CREATING A REQUISITION

PURPOSE:

This user guide will show you how to create a Requisition from an Advance Procurement Plan (APP) in GLAAS and will define all required fields. All supporting documents are finalized primarily outside of GLAAS and can be included in GLAAS as attachments or supporting documents. The end result of this user guide will be a Requisition that has been validated and is ready to route for approval.

BEFORE STARTING:

1. An APP must be created, approved and released in GLAAS before you create the Requisition.

2. In order to create a Requisition you must be a Requestor.

STEPS:

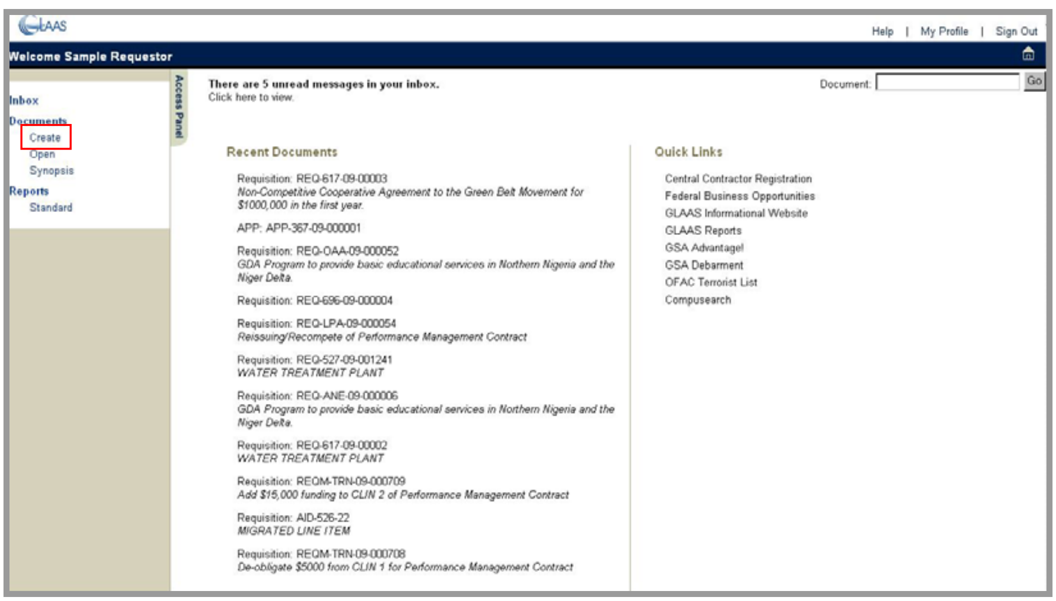


Figure 1: Welcome Screen

Steps	Section	User Action	Guidance
1.	GLAAS Sign On	Log on to GLAAS (not shown).	
2.	Welcome	Click the **Create** link on the **Access Panel**.	

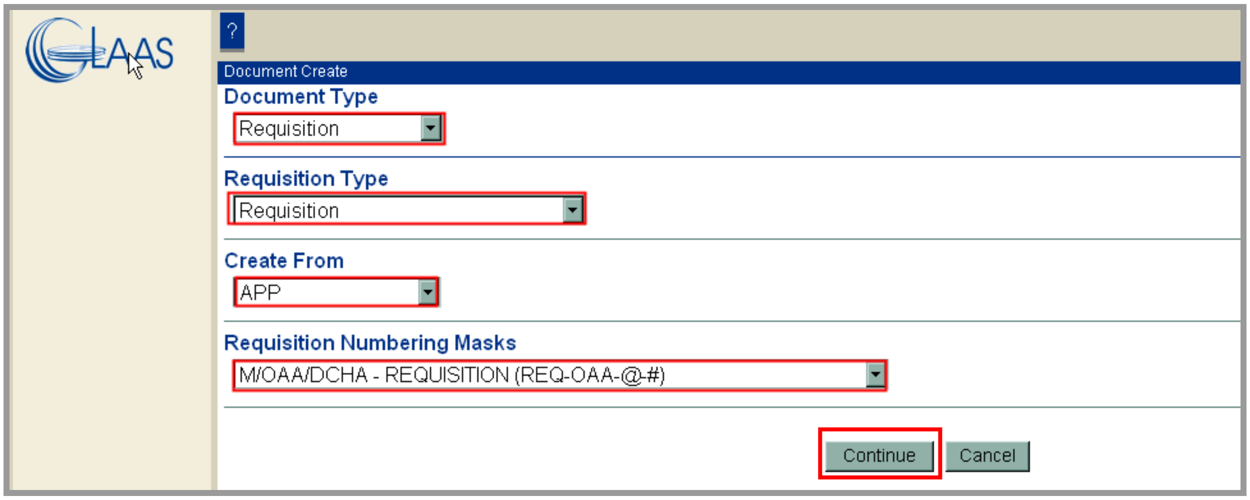


Figure 2: Document Create Screen

Steps	Section	User Action	Guidance
3.	Document Create	Complete the following fields: • **Document Type:** Select "Requisition." • **Requisition Type:** Select "Requisition." • **Create From:** Select "APP." • **Requisition Numbering Masks:** Select the numbering mask that corresponds with your site.	Requisitions for all actions—including modifications to add funding, make administrative modifications, and de-obligate funds—should be created from an APP or linked to an APP.
4.	Document Create	Click the **Continue** button.	

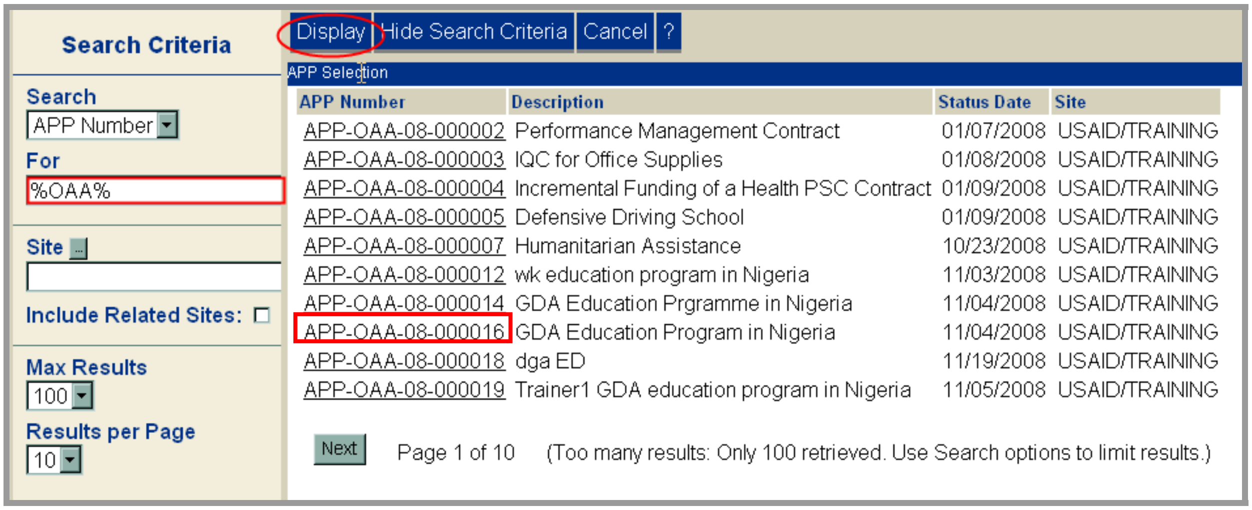


Figure 3: APP Selection Screen

Steps	Section	User Action	Guidance
5.	APP Selection	Complete the following fields: • **Search:** Defaults to "APP Number." • **For:** Enter the APP number.	When searching, you can use the percent sign (%) as a wildcard character to search for a partial number or name. Clear the **Site** field when searching for a document or a user.
6.	APP Selection	Click the **Display** toolbar button.	
7.	APP Selection	Click the **APP Number** link.	

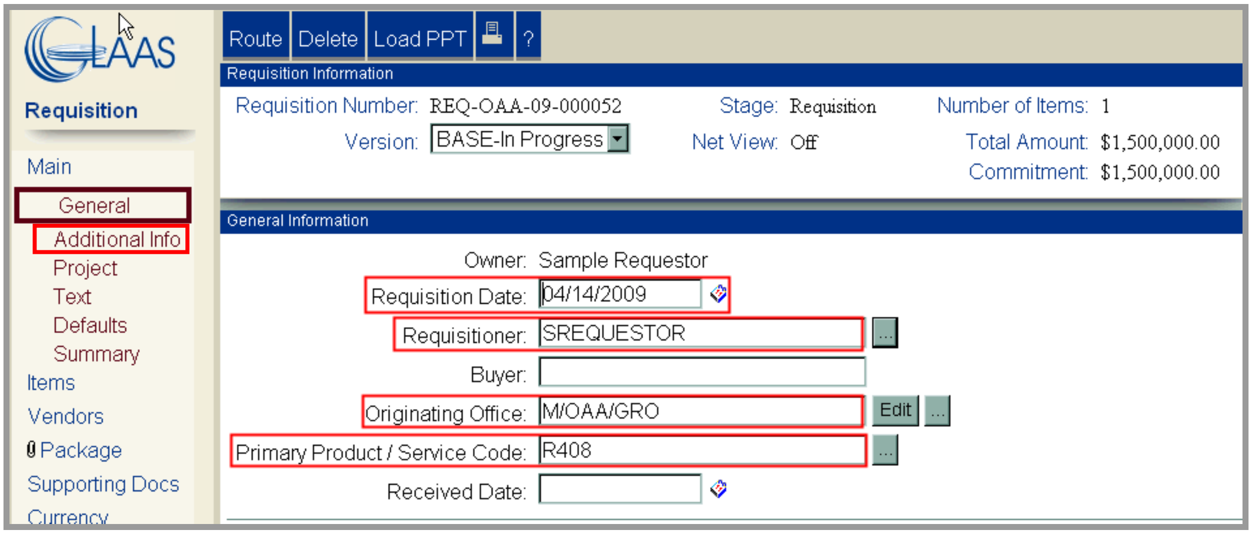


Figure 4: Main / General Screen

<table>
<tr><th>Steps</th><th>Section</th><th>User Action</th><th>Guidance</th></tr>
<tr><td>8.</td><td>Main / General</td><td>Complete the following Required (R) and/or Optional (O) fields:
<table>
<tr><td>Requisition Date: Defaults to today’s date, but can be updated. This date is considered the commitment date in Phoenix.</td><td>R</td></tr>
<tr><td>Requisitioner: Defaults to your User ID, but can be updated.</td><td>R</td></tr>
<tr><td>Originating Office: Select the code for the requesting office.</td><td>R</td></tr>
<tr><td>Primary Product/Service Code: Select a Product/Service Code to identify the items in this Requisition.</td><td>R</td></tr>
<tr><td>Received Date: Enter the date you received the request (if any).</td><td>O</td></tr>
</table></td><td>The Program Manager (PM) will select the Buyer at the approval stage.

The lookup button (...) will allow you to search for the specific code that belongs in the field. You do not need to use this button if you manually enter the correct code.

Click the Edit button (Edit) next to the Originating Office field to edit the address for this action. Any updates will carry forward to the Solicitation, Funding Opportunity and the Award.

Use the left-hand menu to navigate through the document.</td></tr>
<tr><td>9.</td><td>Main / General</td><td>Click the Additional Info link on the left-hand menu.</td><td></td></tr>
</table>

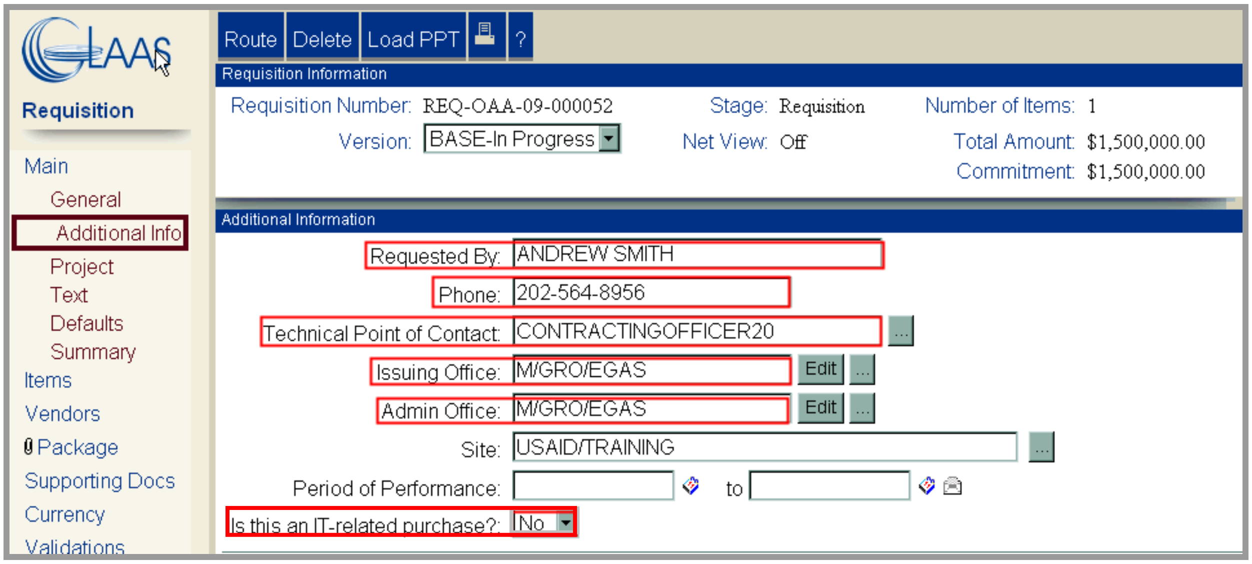


Figure 5: Main / Additional Info Screen

<table>
<tr><th>Steps</th><th>Section</th><th>User Action</th><th>Guidance</th></tr>
<tr><td>10.</td><td>Main / Additional Info</td><td>Complete the following Required (R) and/or Optional (O) fields:
<table>
<tr><td>Requested By: Enter the name of the person who initiated this Requisition if different from your own.</td><td>R</td></tr>
<tr><td>Phone: Enter the phone number of the person who initiated this Requisition if different from your own.</td><td>R</td></tr>
<tr><td>Technical Point of Contact: Select a COTR/AOTR.</td><td>R</td></tr>
<tr><td>Issuing Office: Select the code for the contracting office.</td><td>R</td></tr>
<tr><td>Admin Office: Select the code for the COTR's/AOTR's office.</td><td>R</td></tr>
<tr><td>Is this an IT-related purchase: Defaults to “No,” but can be changed to “Yes.”</td><td>R</td></tr>
</table></td><td>The Additional Information screen contains more information that applies to the entire Requisition.

The Period of Performance field should NOT be populated at the Requisition stage.

Click the Edit button (Edit) next to the Issuing Office or Admin Office fields to edit the address for this action. Any updates will carry forward to the Solicitation, Funding Opportunity and the Award.

A default value will appear in the Site field and should not be changed.</td></tr>
</table>

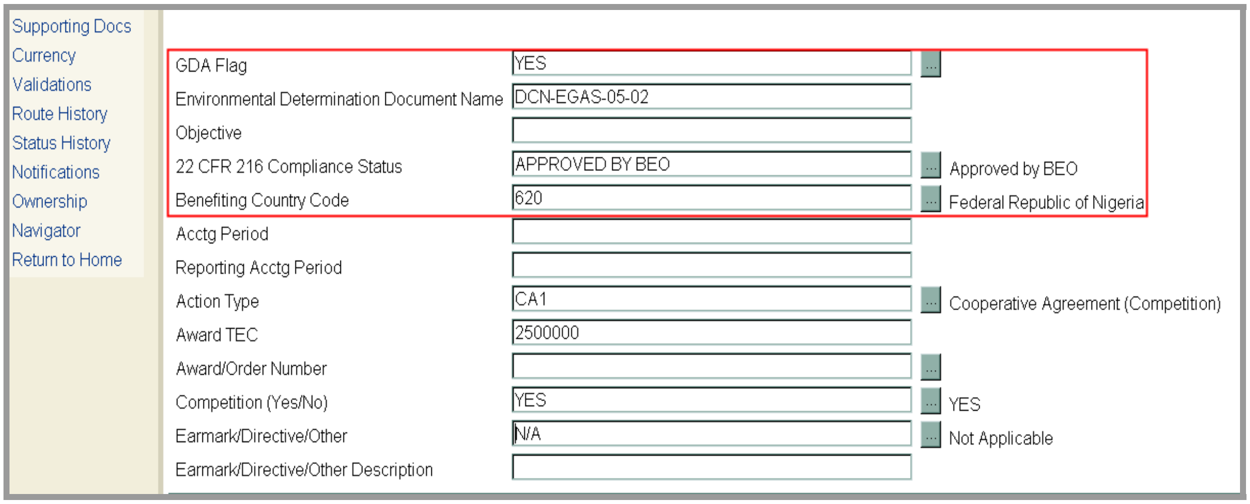


Figure 6: Main / Additional Info Screen

Steps	Section	User Action	Guidance
10. cont.	Main / Additional Info	Complete the following Required (R) and/or Optional (O) fields: **GDA Flag:** Select "YES" if this action is for the Global Development Alliance initiative. — R **Environmental Determination Document Name:** Enter a document title (if applicable), otherwise enter "N/A." — R **22 CFR 216 Compliance Status:** Select an environmental compliance status code from the dropdown list. — R **Benefiting Country Code:** Select the code of the one country, or region (if applicable), that will benefit most from this action. — R	The lower portion of the **Additional Info** screen contains USAID-specific "flex fields." If you are manually entering values instead of using the lookup button ( ), you must type the value exactly as it appears in the system and in all uppercase letters. USAID is not currently using the **Objective** field.

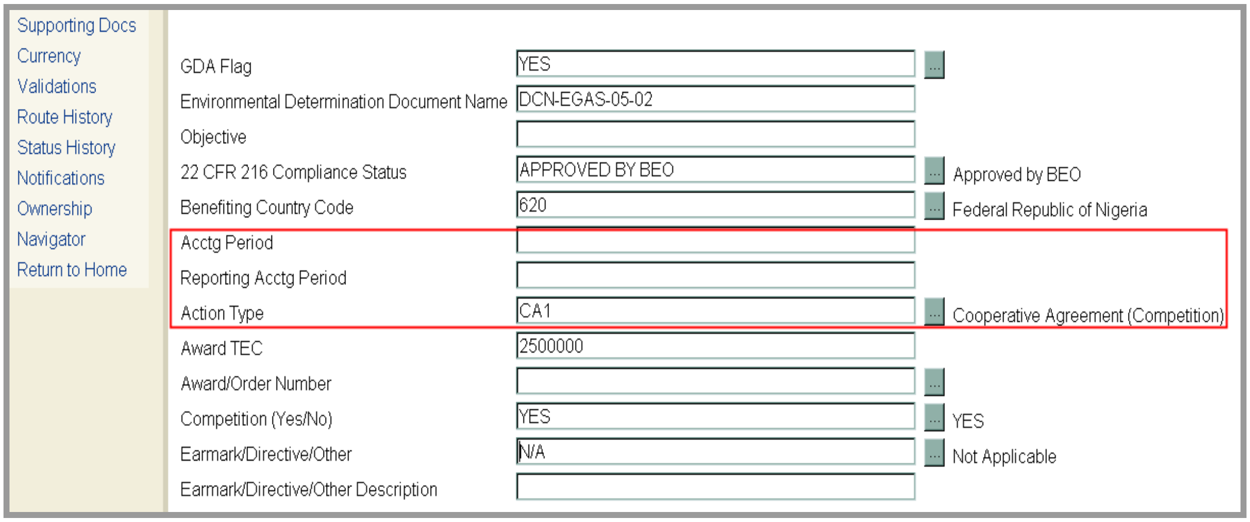


Figure 7: Main / Additional Info Screen

Steps	Section	User Action		Guidance
10. cont.	Main / Additional Info	Complete the following Required (R) and/or Optional (O) fields:		The lower portion of the **Additional Info** screen contains USAID-specific "flex fields." If you are manually entering values instead of using the lookup button (...), you must type the value exactly as it appears in the system and in all uppercase letters.
		Acctg Period: If blank, the financial interface will default to the current accounting period. If the Requisition Date is outside the current accounting period, enter the two-digit fiscal month and four-digit fiscal year in MM/YYYY format.	O	
		Reporting Acctg Period: If blank, the financial interface will default to the current accounting period. If the Requisition Date is outside the current accounting period, enter the two-digit fiscal month and four-digit fiscal year in MM/YYYY format.	O	
		Action Type: Select a code identifying the type of procurement action.	R	

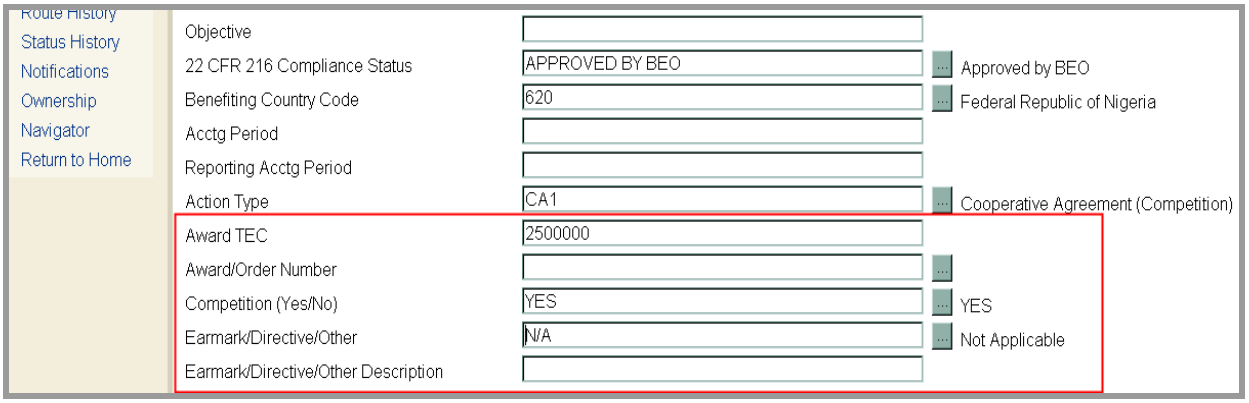


Figure 8: Main / Additional Info Screen

Steps	Section	User Action	Guidance
10. cont.	Main / Additional Info	Complete the following Required (R) and/or Optional (O) fields: **Award TEC:** Enter the Total Estimated Cost for the award, not just what is being committed right now. — R **Award/Order Number:** Select the relevant Award/Order Number if this requisition is being used to modify an existing award. — R/O **Competition:** Enter "YES" or "NO" if this action will be competed or not. — R **Earmark/Directive/Other:** Select a value to indicate if this award action is based on Congressional Earmark, Presidential Directive, or other mandate. Select "N/A" if not applicable. — R **Earmark/Directive/Other Description:** Enter a short description of the Earmark, Directive or other mandate for the award when applicable. — R	The **Award/Order Number** field is only required when creating a requisition that will modify an existing award. If searching for an award or order by the **Code**, it is important to always leave off the first four characters of the document number. For example, if searching for contract "AID-OAA-C-08-00598," you would only enter "OAA-C-08-00598" in the **For** field after clicking on the **Award/Order Number** lookup button ( ) (not shown).
11.	Main / Additional Info	Click the **Project** link on the left-hand menu (not shown).	

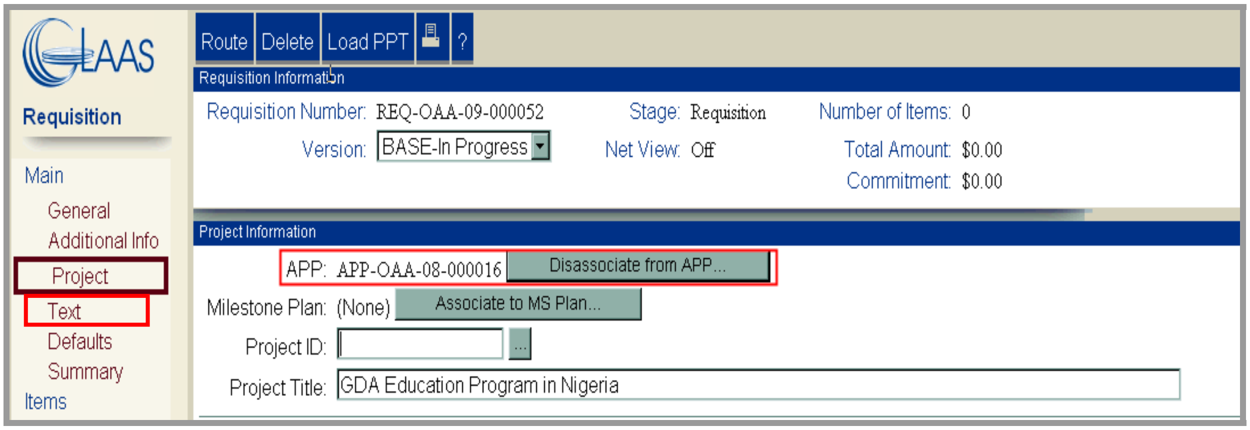


Figure 9: Main / Project Screen

<table>
<tr><th>Steps</th><th>Section</th><th>User Action</th><th>Guidance</th></tr>
<tr><td>12.</td><td>Main / Project</td><td>Complete the following Required (R) and/or Optional (O) fields:
<table>
<tr><td>APP: Will auto fill if created from an APP.</td><td>R/O</td></tr>
<tr><td>Milestone Plan: This field is not used by the Requestor.</td><td>N/A</td></tr>
<tr><td>Project ID: This field is not used by the Requestor.</td><td>N/A</td></tr>
<tr><td>Project Title: Will auto fill if created from an APP.</td><td>O</td></tr>
</table></td><td>Requisitions for Purchase Card Orders, micro-purchases, and (for missions only) purchase orders funded by purchase cards, do not require an APP.

Requisitions for all other actions should be linked to an APP document.

The A&A Specialist or CO/AO will link the Requisition to a Milestone Plan.

If the incorrect APP was used to create the Requisition, use the Disassociate from APP button to unlink the incorrect APP, and then use the Associate to APP to link to the correct APP in order to avoid having to delete the Requisition.</td></tr>
<tr><td>13.</td><td>Main / Project</td><td>Click the Text link on the left-hand menu.</td><td></td></tr>
</table>

Figure 10: Main / Text Screen

<table>
<tr><th>Steps</th><th>Section</th><th>User Action</th><th>Guidance</th></tr>
<tr>
<td>14.</td>
<td>Main / Text</td>
<td>Complete the following Required (R) and/or Optional (O) fields:
<table>
<tr><td>Description: Enter a short description of the item or services that are going to be purchased with this Requisition. The Description does not print on the Requisition.</td><td>R</td></tr>
<tr><td>Header Text: This will print out once at the top of Section 9B on the Requisition.</td><td>R</td></tr>
<tr><td>Footer Text: This will print out once at the bottom of Section 9B on the Requisition (not shown).</td><td>O</td></tr>
<tr><td>Notes: Enter any additional information you want to send along with the form (not shown). This will not print on the Requisition.</td><td>O</td></tr>
<tr><td>Notes to Buyer: Enter information about this document that you want to send to the buyer (not shown). This will not print on the Requisition, but it will appear in the Buyer’s Notifications folder within the GLAAS Inbox.</td><td>O</td></tr>
</table>
</td>
<td>Use the Main / Text screen to enter text that applies to all line items in the Requisition.

WARNING! Do not enter sensitive procurement information in the Description field.

You can cut and paste text from other documents into the GLAAS text fields, and then edit the text as necessary.

You can also use the Statements button to insert standard language that can then be edited as needed.

Each text field will hold up to seven typed pages.

Only the Description and the Header Text will carry forward to the Solicitation, Funding Opportunity or the Award.

The first 255 characters of the Description carry over to the description field in Phoenix.

The first 50 characters of the Header Text carry over to the Title field in Phoenix.

The recommended Header Text for a:

• Contract or Assistance Award is program name (acronym) and vendor (if known). Example: PIET, AAI.

• Purchase Order is the purpose (without any lead in). Example: Newspaper subscription.

• PSC Contract is position and office. Example: EG Specialist, EGAT.</td>
</tr>
</table>

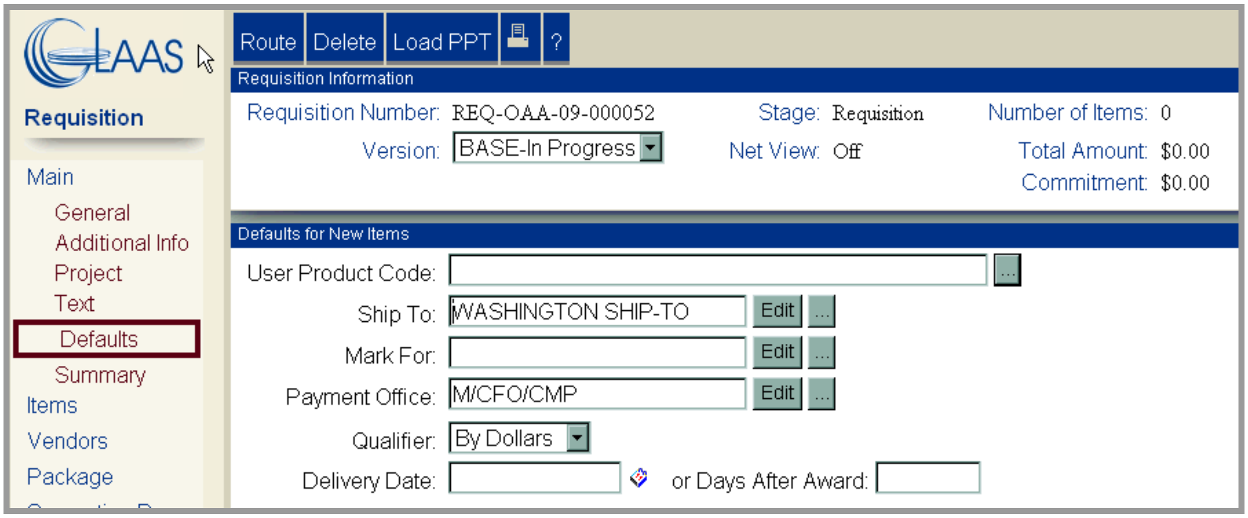


Figure 11: Main / Defaults Screen

<table>
<tr><th>Steps</th><th>Section</th><th>User Action</th><th>Guidance</th></tr>
<tr><td>15.</td><td>Main / Text</td><td>Click the Defaults link on the left-hand menu (not shown).</td><td></td></tr>
<tr><td>16.</td><td>Main / Defaults</td><td>Complete the following Required (R) and/or Optional (O) fields:
<table>
<tr><td>Ship To: Select the office code for your site or mission.</td><td>O</td></tr>
<tr><td>Mark For: Select the office that will actually receive the items or service.</td><td>O</td></tr>
<tr><td>Payment Office: Select the office that will make payments for this action.</td><td>O</td></tr>
<tr><td>Qualifier: Select “By Dollars” to enter the total dollar amount of each of your line items; select “By Quantity” to specify the number of things you want to buy in each line item.</td><td>O</td></tr>
<tr><td>Delivery Date or Days After Award: Choose a default delivery date, or specify delivery for a certain number of days after the award.</td><td>O</td></tr>
</table></td><td>The Defaults screen lets you enter information that will be the same for every line item in the Requisition.

You can leave these fields blank on this screen, but some of them will be required when you create your line items.

The Mark For address is the location where the items will be sent after they are delivered to the Ship To location.

Click the Edit button (Edit) next to the Ship To or Mark For fields to edit the address for this action. Any updates will carry forward to the Solicitation, Funding Opportunity and the Award.

In general, the Qualifier should be “By Dollars” unless you are buying a fixed number of easily defined items (e.g., “Five HP4360 Laser Printers”).

USAID is not currently using the User Product Code field.</td></tr>
</table>

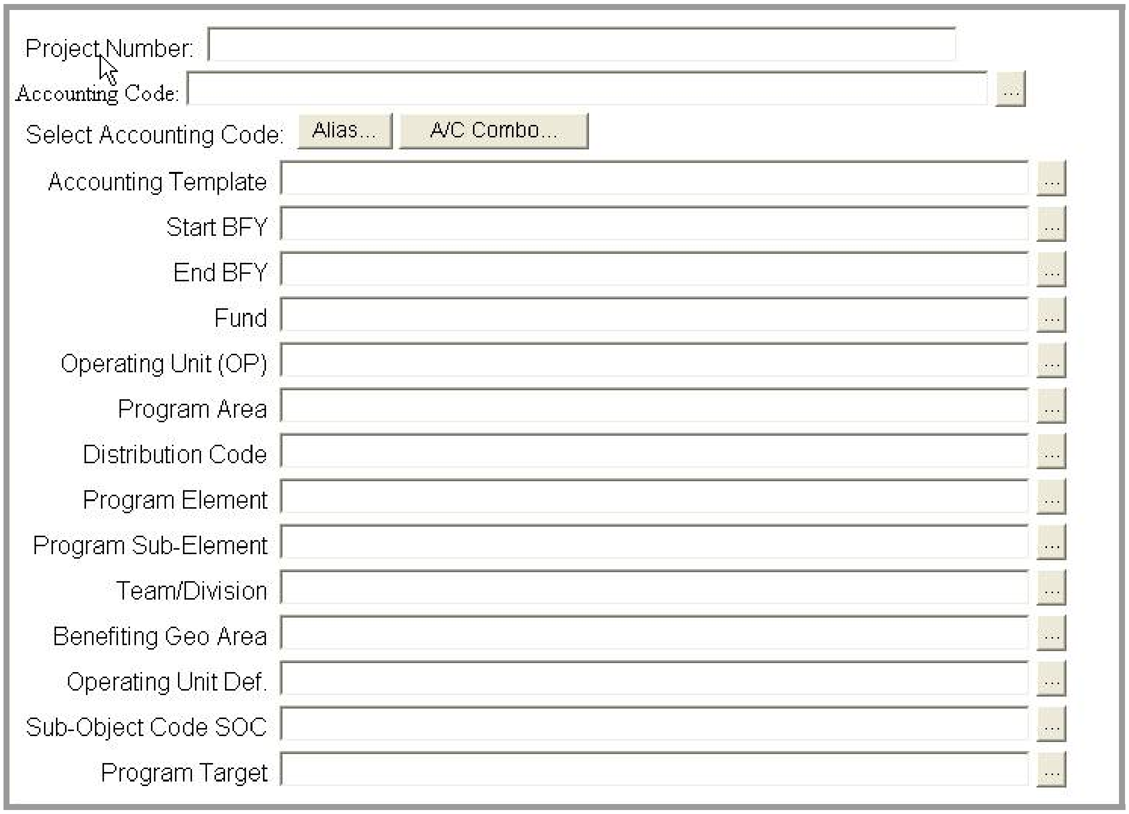


Figure 12: Main / Defaults Screen

Steps	Section	User Action	Guidance
16. cont.	Main / Defaults	You may set some or all of these fields to be the default for a new line item. The following fields are optional (O) on this **Defaults** screen: **Accounting Code** .... O **Accounting Template**................... O **Start BFY**....................................... O **End BFY** .... O **Fund**... O **Operating Unit (OP)**...................... O **Program Area** .... O **Distribution Code**......................... O **Program Element** .... O **Program Sub-Element** .... O **Team/Division**............................... O **Benefiting Geo Area**..................... O **Operating Unit Def** .... O **Sub-Object Code (SOC)**............... O **Program Target** .... O	If the **Accounting Code** information is entered here it will auto-fill for each new item added to this Requisition. USAID is not currently using the **Alias** field. **A/C Combo** populates the accounting fields with a fund that was created in Phoenix and transferred over to GLAAS. Only enter funding information here if using one funding source.

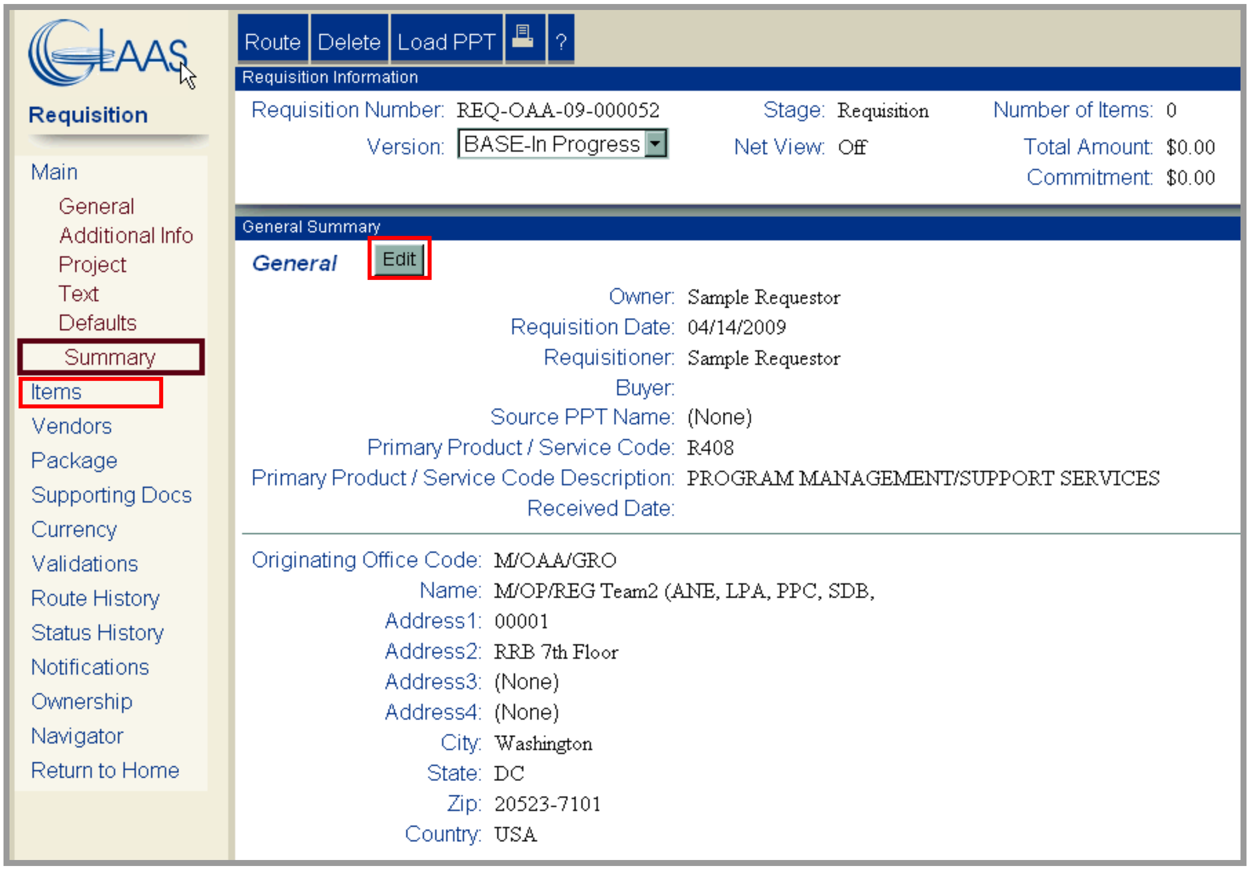
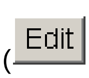


Figure 13: Main / Summary Screen

Steps	Section	User Action	Guidance
17.	Main / Defaults	Click the **Summary** link on the left-hand menu (not shown).	
18.	Main / Summary	Review the information on this screen for accuracy.	At the **Summary** screen you are not required to enter any information. It is just a helpful checkpoint for you to review the information that you have entered on your document thus far. Click the various **Edit** buttons () to make any changes.
19.	Main / Summary	Click the **Items** link on the left-hand menu.	

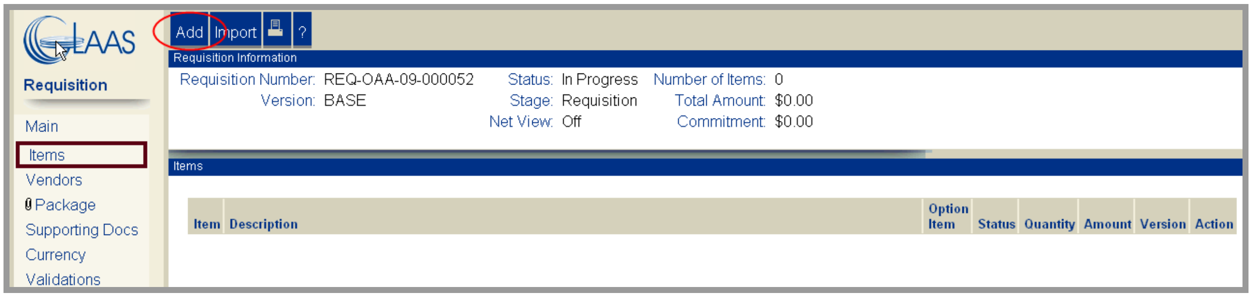


Figure 14: Items Screen

Steps	Section	User Action	Guidance
20.	Items	Click the **Add** toolbar button to add a line item to this Requisition.	

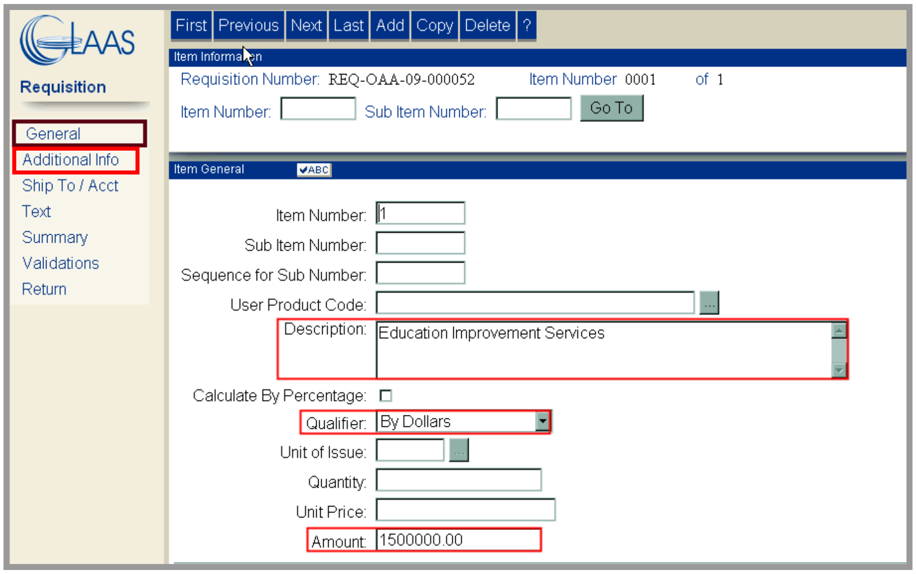


Figure 15: Items / General Screen

<table>
<tr><th>Steps</th><th>Section</th><th>User Action</th><th>Guidance</th></tr>
<tr><td>21.</td><td>Items / General</td><td>Complete the following Required (R) and/or Optional (O) fields:
<table>
<tr><td>Description: Enter the Item description.</td><td>R</td></tr>
<tr><td>Qualifier: Select “By Dollars” to enter the total dollar amount of each of your line items; select “By Quantity” to specify the number of things you want to buy in each line item.</td><td>R</td></tr>
<tr><td>Unit of Issue: If “By Quantity” is selected as the Qualifier, this is a required field.</td><td>R/O</td></tr>
<tr><td>Quantity: If “By Quantity” is selected as the Qualifier, this is a required field.</td><td>R/O</td></tr>
<tr><td>Unit Price: If “By Quantity” is selected as the Qualifier, this is a required field.</td><td>R/O</td></tr>
<tr><td>Amount: This field is read/write if the Qualifier is set to “By Dollars.” This field will auto-populate if the Qualifier is set to “By Quantity.”</td><td>R</td></tr>
</table></td><td>Use the Items / General screen to add information about this line item.

The qualifier may auto-populate based on what was entered in Main / Defaults.

All the options on the left-hand menu only pertain to the current item.

The Item Number field will default in sequential order.

USAID is not currently using these fields:
• Sub Item Number
• Sequence for Sub Number
• User Product Code
• Calculate By Percentage</td></tr>
<tr><td>22.</td><td>Items / General</td><td>Click the Additional Info link on the left-hand menu.</td><td></td></tr>
</table>

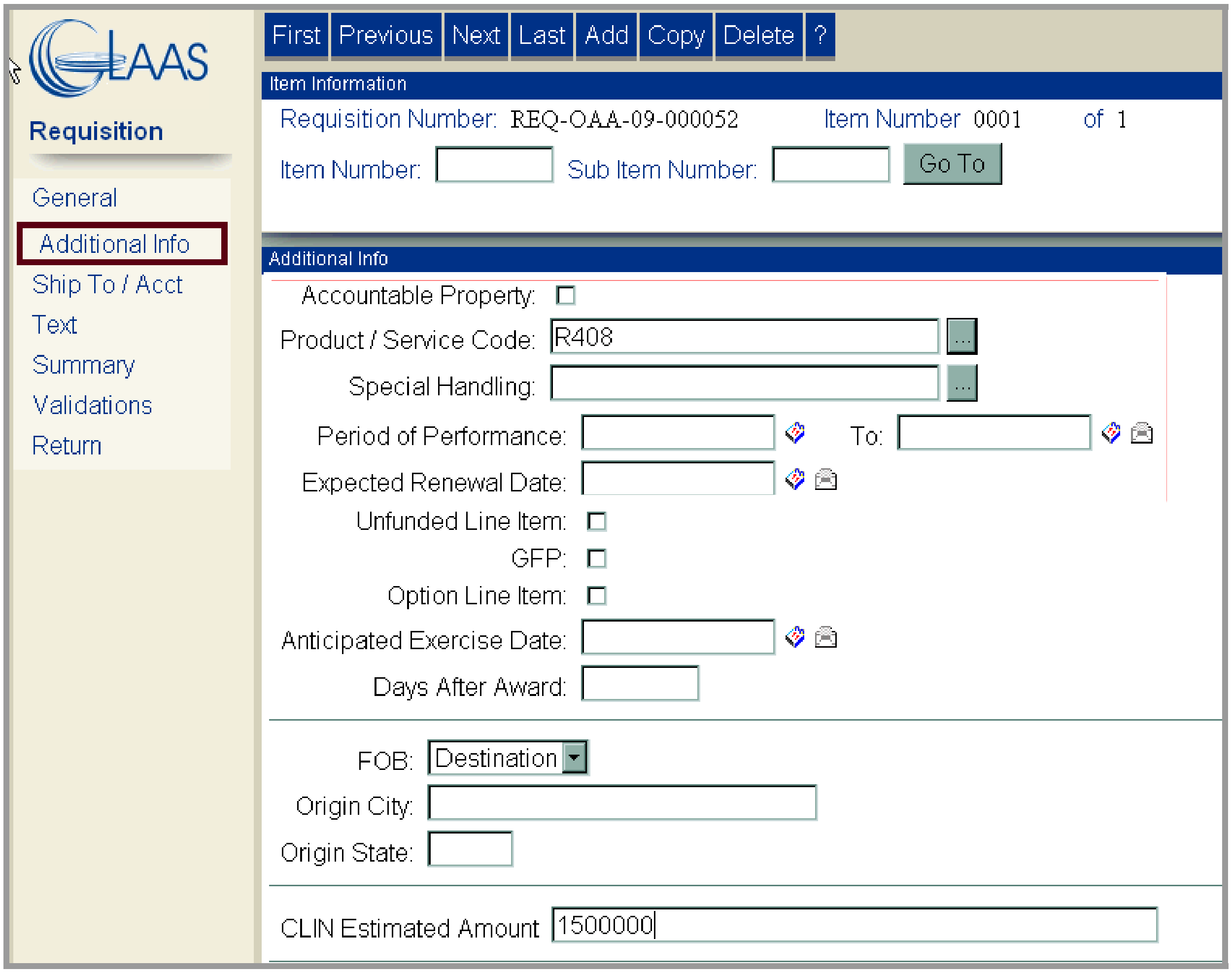


Figure 16: Items / Additional Info Screen

Steps	Section	User Action		Guidance
23.	Items / Additional Info	Complete the following Required (R) and/or Optional (O) fields:		The **Expected Renewal Date** field is used for services that are expected to be renewed, e.g., Janitorial service. USAID is not currently using the **Accountable Property** field. The **Period of Performance** field should NOT be populated at the Requisition stage.
		Product / Service Code: This will default from the **Main / General** screen, but it can be changed on the line item or left blank.	O	
		Special Handling: Select a code if this item requires special handling.	O	
		Expected Renewal Date: Enter the date you expect to renew this action.	O	

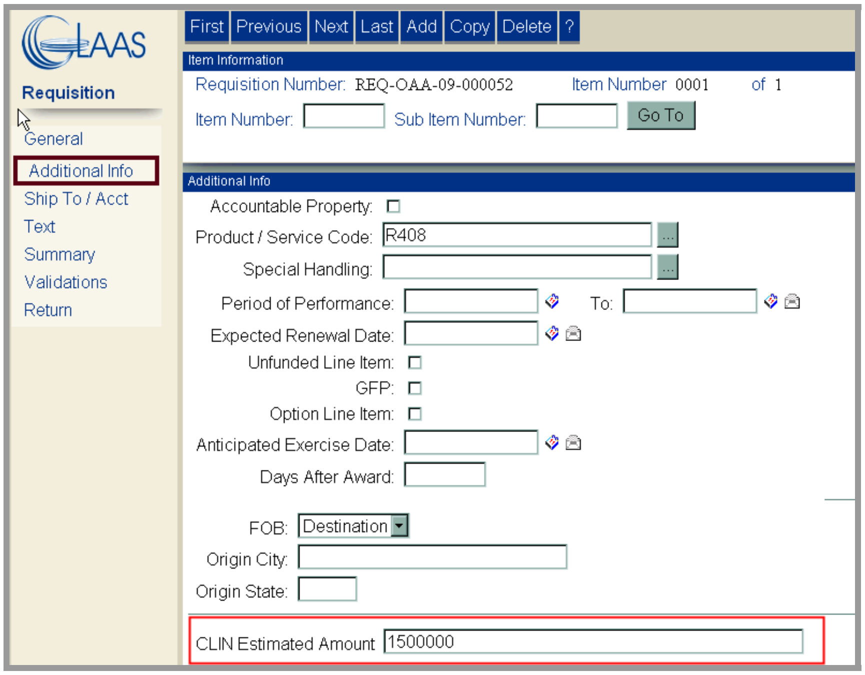


Figure 17: Items / Additional Info Screen

<table>
<tr><th>Steps</th><th>Section</th><th>User Action</th><th>Guidance</th></tr>
<tr>
<td>23. cont.</td>
<td>Items / Additional Info</td>
<td>Complete the following Required (R) and/or Optional (O) fields:
<table>
<tr><td>Unfunded Line Item: Check this box if this line item will be unfunded at this time and to zero out the committed value of the item.</td><td>O</td></tr>
<tr><td>GFP: Check this box if the item is Government Furnished Property and to zero out the committed value of this item.</td><td>O</td></tr>
<tr><td>Option Line Item: Check this box if this is an option line item and to zero out the committed value of the item.</td><td>O</td></tr>
<tr><td>Anticipated Exercise Date: If the Option Line Item is selected, you are required to enter the date you think you will exercise this option, or enter the number of Days After Award you expect to exercise this option.</td><td>R/O</td></tr>
<tr><td>CLIN Estimated Amount: Enter the estimated total value for this contract line item.</td><td>R</td></tr>
</table>
</td>
<td>Use the Unfunded Line Item box when it is an unfunded request.

If checked, Unfunded Line Item does not require Ship To or Accounting Information. Once funding becomes available, the box can be unchecked and the Ship To and Accounting information added.

The CLIN Estimated Amount can be higher than the amount entered on the Items / General screen.

USAID is not currently using these fields:
• FOB
• Origin City/State</td>
</tr>
</table>

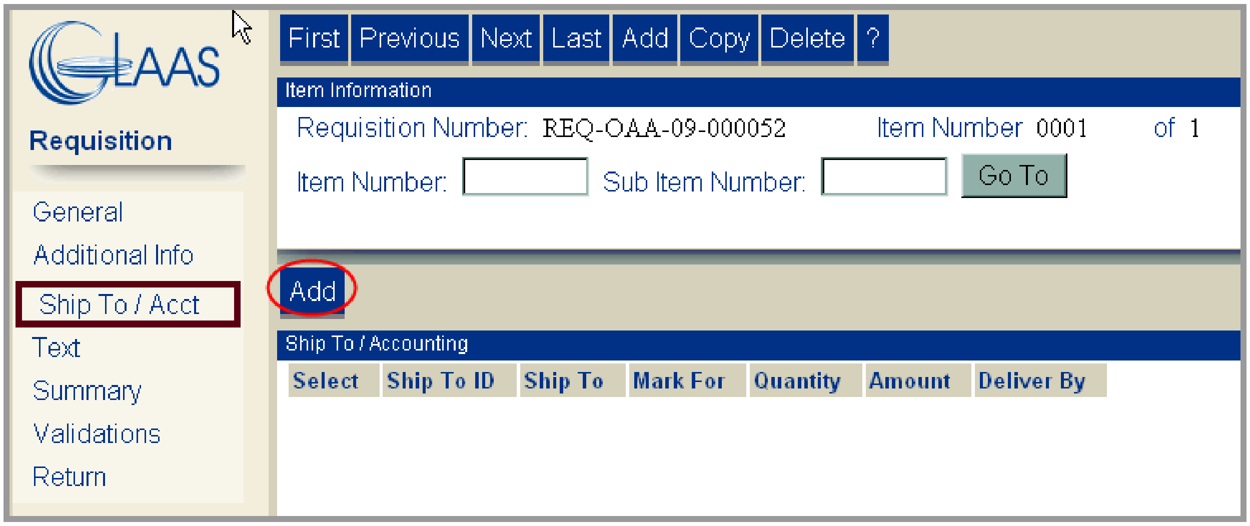


Figure 18: Items / Ship To / Acct Screen

Steps	Section	User Action	Guidance
24.	Items / Additional Info	Click the **Ship To / Acct** link on the left-hand menu (not shown).	
25.	Items / Ship To / Acct	Click the lower **Add** button.	Each Requisition line item can have multiple **Ship To** addresses. If you use the **Add** button on the top toolbar, you will add a brand new item. If this Item is marked as **Unfunded Line Item**, you are not required to enter either the **Ship To** or **Accounting** information.

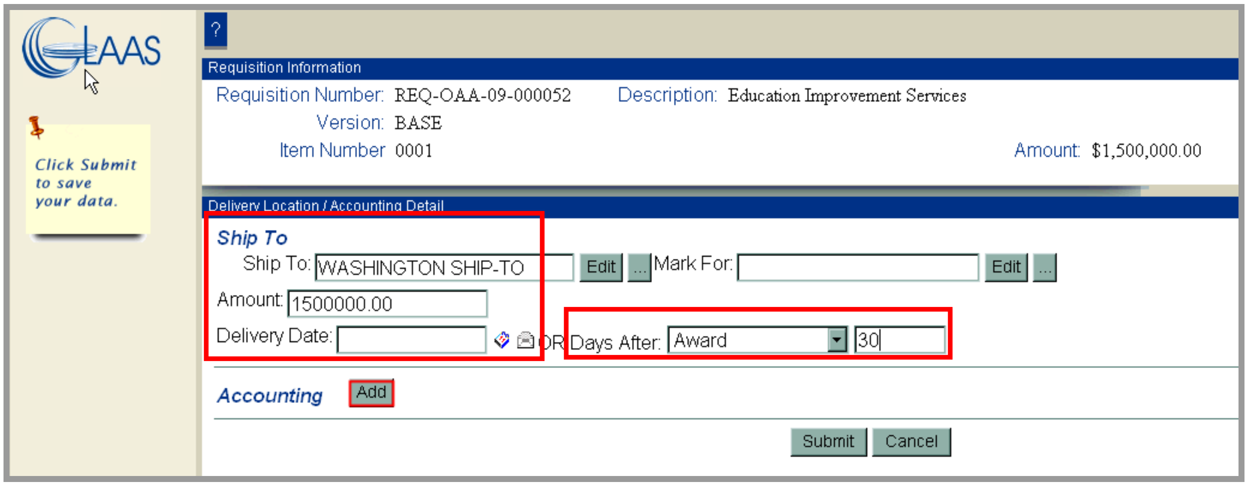


Figure 19: Delivery Location / Accounting Detail Screen

<table>
<tr><th>Steps</th><th>Section</th><th>User Action</th><th>Guidance</th></tr>
<tr><td>26.</td><td>Delivery Location / Accounting Detail</td><td>Complete the following Required (R) and/or Optional (O) fields:
<table>
<tr><td>Ship To: The Ship To address will default from the header-level if entered earlier or from your Preferences.</td><td>R</td></tr>
<tr><td>Mark For: The Mark For address will default from the header-level if entered earlier or from your Preferences.</td><td>O</td></tr>
<tr><td>Amount: If the Amount was populated on the Items / General screen, the system will auto-fill this field.</td><td>R</td></tr>
<tr><td>Delivery Date or Days After: One of these dates (the start date of services) is required.</td><td>R</td></tr>
</table></td><td>Each Ship To address can have multiple funding lines.</td></tr>
<tr><td>27.</td><td>Delivery Location / Accounting Detail</td><td>Click the Add button next to Accounting.</td><td></td></tr>
</table>

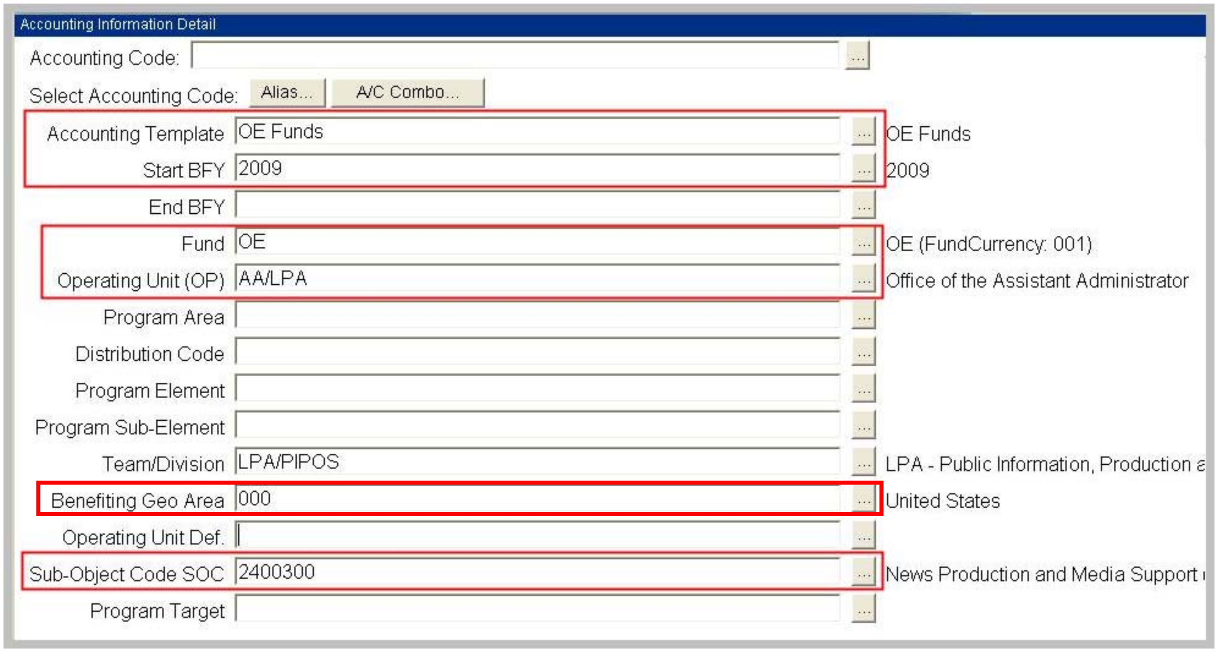


Figure 20: Accounting Information Detail Screen

Steps	Section	User Action	Guidance
28.	Accounting Information Detail	The **Accounting Information** section must have complete Phoenix funding information in order for this Requisition to be released. This funding information contains the following Required (R) and/or Optional (O) fields: **Accounting Code**..........................O **Accounting Template**..................R **Start BFY** ....R **End BFY**..R/O **Fund** ....R **Operating Unit (OP)**......................R **Program Area**...............................R/O **Distribution Code** ....R/O **Program Element**..........................R/O **Program Sub-Element**..................O **Team/Division** ....R/O **Benefiting Geo Area**.....................R **Operating Unit Def**........................O **Sub-Object Code (SOC)** ....R **Program Target**.............................O	These are the fields required by the system. Based on your office or mission, additional codes may be required. The Accounting Information can be entered at the **Main / Defaults** screen. You can change this information if necessary. Refer to the *Adding Bilateral Funding* user guide for more information on the **Funding Type**. The **Accounting Code** populates the accounting fields with funding templates from **My Profile**. The **AC Combo** button pulls templates from the financial interface, Phoenix, correctly populating most fields. USAID is not currently using the **Alias** button.

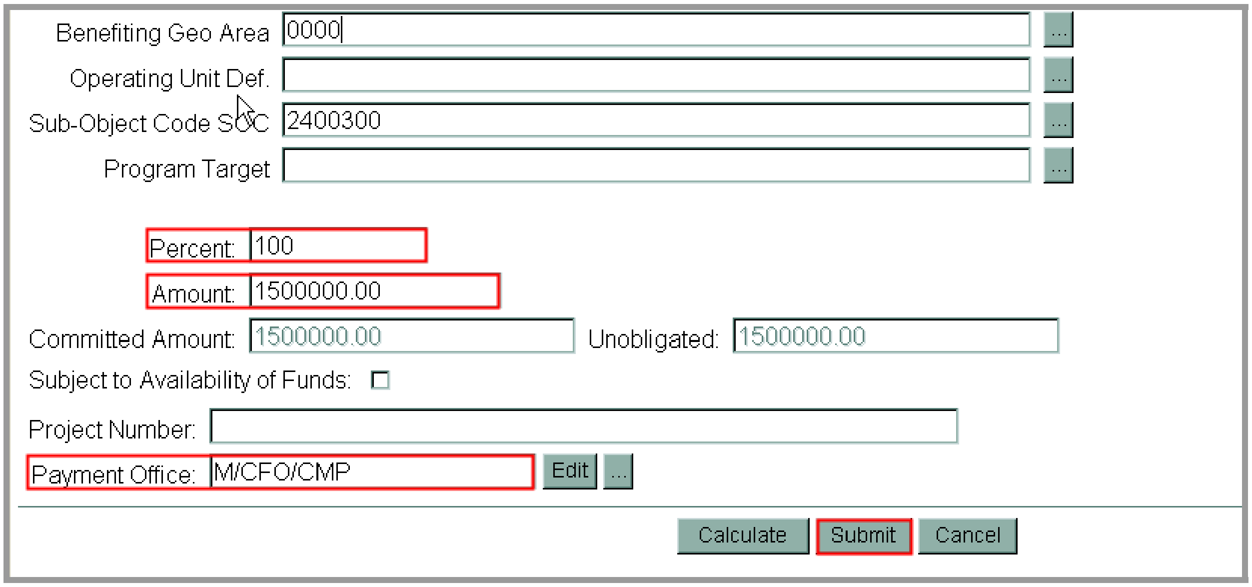


Figure 21: Accounting Information Detail Screen

<table>
<tr><th>Steps</th><th>Section</th><th>User Action</th><th>Guidance</th></tr>
<tr><td>29.</td><td>Accounting Information Detail</td><td>Complete the following Required (R) and/or Optional (O) fields:
<table>
<tr><td>Percent: Defaults to 100, but will automatically change if you are splitting the funding lines.</td><td>R</td></tr>
<tr><td>Amount: The Amount field will auto-fill from the Ship To value, but can be changed if you are splitting the funding lines.</td><td>R</td></tr>
<tr><td>Subject to Availability of Funds: Check this box if the Requisition will be unfunded. If checked, the system will zero out the committed value of this line, but will validate the funding information in Phoenix.</td><td>O</td></tr>
<tr><td>Payment Office: Enter in the payment office.</td><td>R</td></tr>
</table></td><td>The Amount field will auto-fill from the Ship To Amount, but can be changed if you are splitting the funding lines.</td></tr>
<tr><td>30.</td><td>Accounting Information Detail</td><td>Click the Submit button.</td><td>Repeat Steps 27-30 if you plan to fund this line item with multiple sources.</td></tr>
</table>

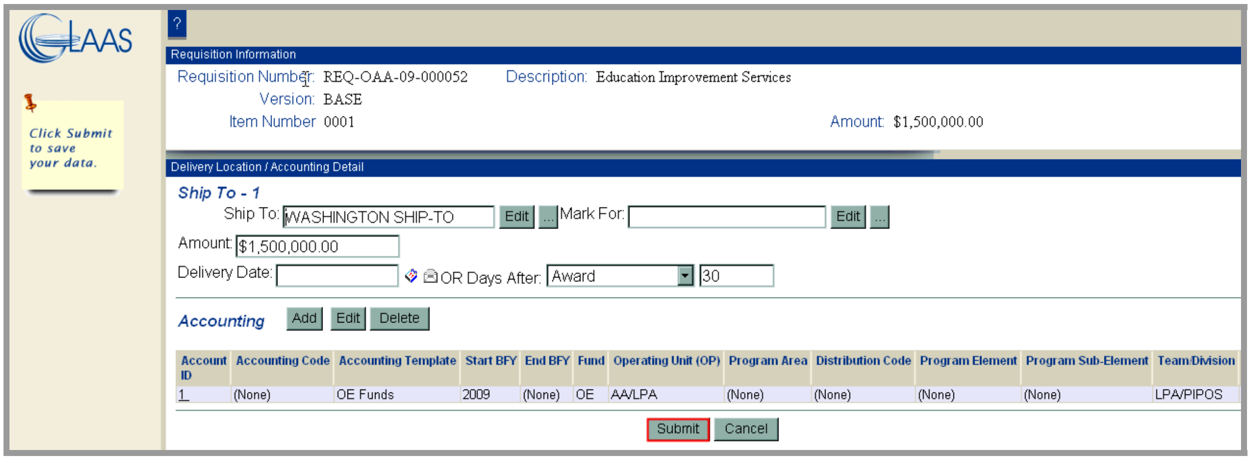


Figure 22: Delivery Location / Accounting Detail Screen

Steps	Section	User Action	Guidance
31.	Delivery Location / Accounting Detail	Click the **Submit** button to save the changes made to the **Ship To** and **Accounting** screens.	

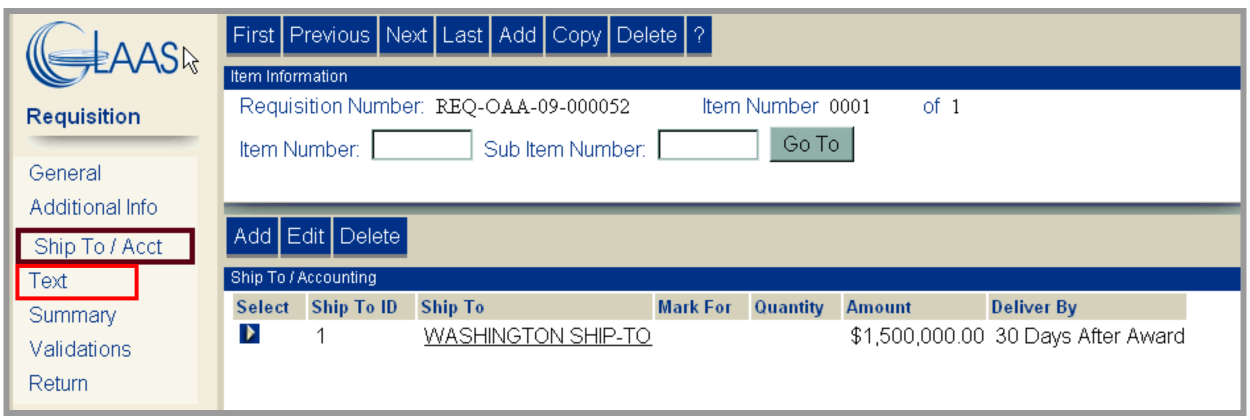


Figure 23: Items / Ship To / Acct Screen

Steps	Section	User Action	Guidance
32.	Items / Ship To / Acct	When you have entered all of the **Ship To** addresses with funding information for this line, click the **Text** link on the left-hand menu.	

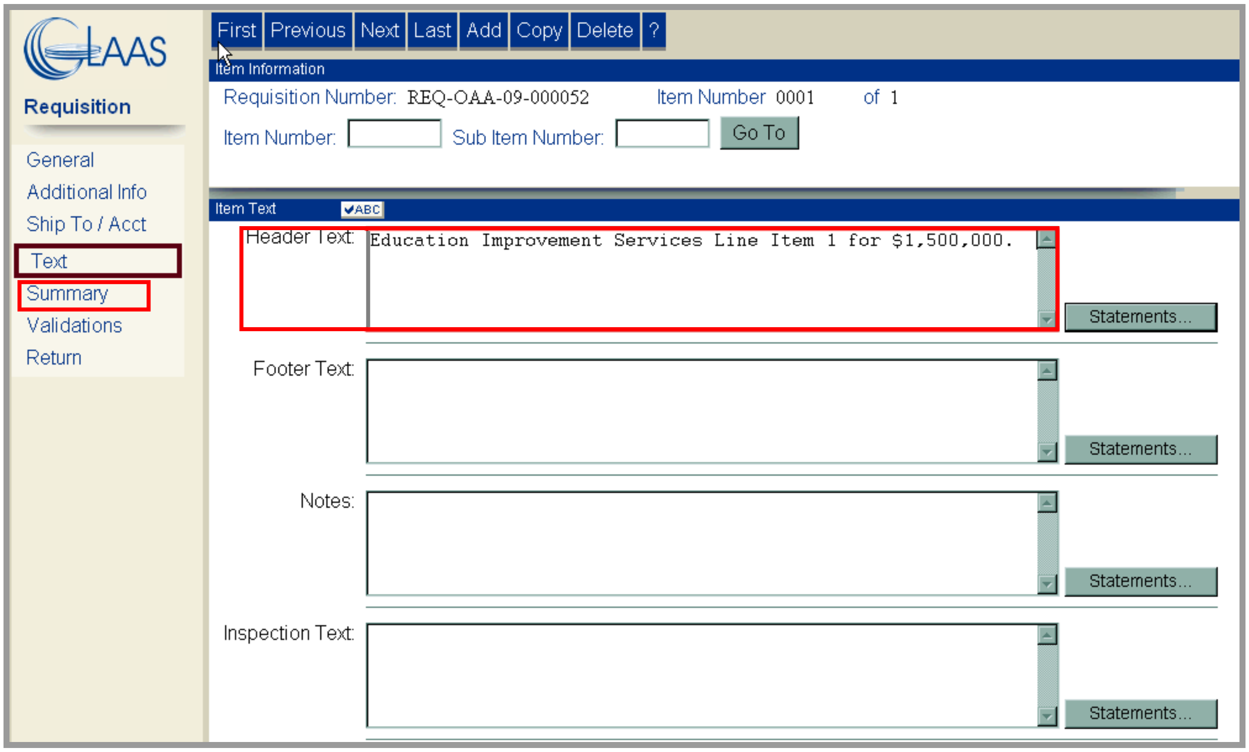


Figure 24: Items / Text Screen

Steps	Section	User Action	Guidance
33.	Items / Text	Complete the following Required (R) and/or Optional (O) fields: **Header Text:** Will print out once above the current item in Section 9B on the Requisition. — O **Footer Text:** Will print out once below the current item in Section 9B on the Requisition. — O **Notes:** Will not print on the Requisition. — O	Use the **Items / Text** screen to enter text that only applies to this particular line item. You can cut and paste text from other documents into the GLAAS text fields. You can also use the **Statements** button to insert standard language that can then be edited as needed. Each text field will hold up to seven typed pages. Both the **Header** and the **Footer Text** will carry forward to the Solicitation, Funding Opportunity or the Award. USAID is not currently using the **Inspection Text** field.
34.	Items / Text	Click the **Summary** link on the left-hand menu.	

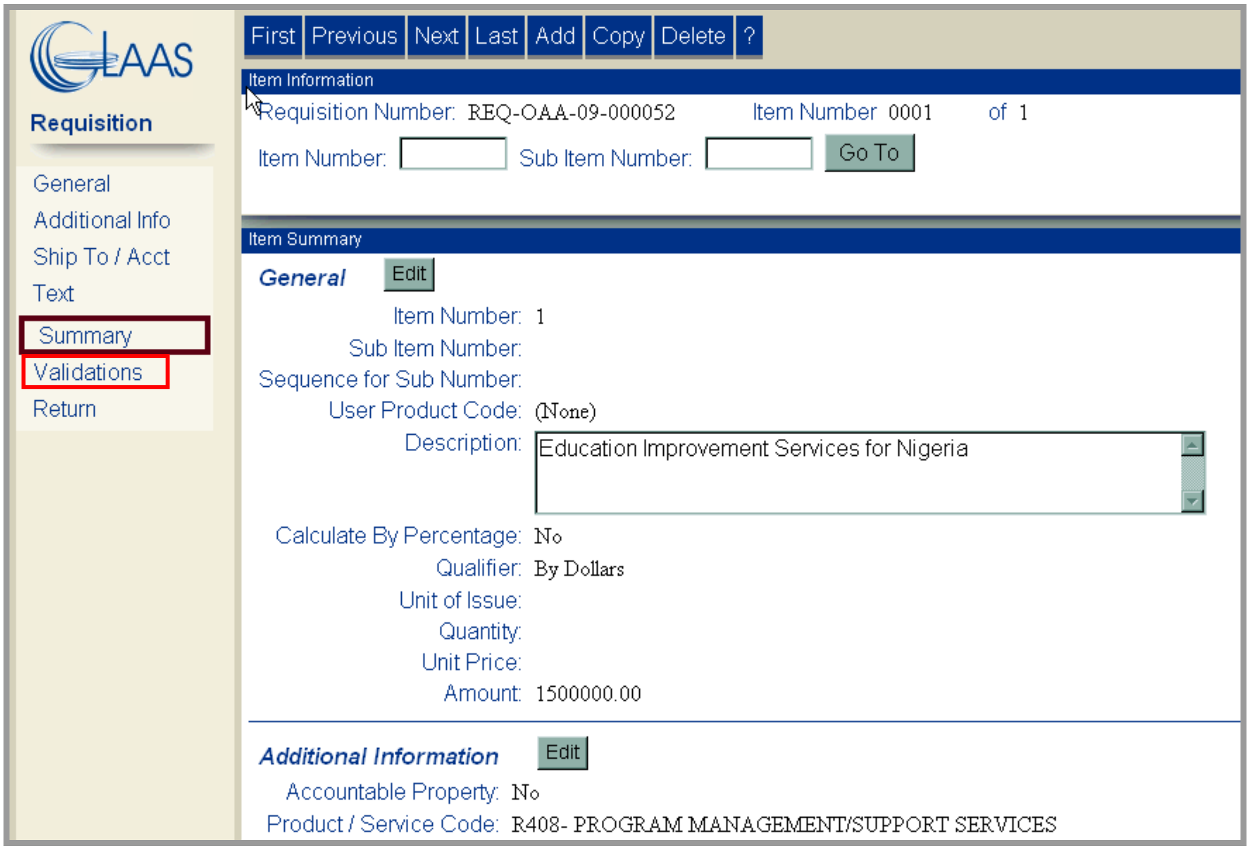


Figure 25: Items / Summary Screen

Steps	Section	User Action	Guidance
35.	Items / Summary	Review the information on this screen for accuracy.	At the **Summary** screen you are not required to enter any information. It is just a helpful checkpoint for you to review the information that you have entered on your item thus far. Click the various **Edit** buttons (Edit) to make any changes.
36.	Items / Summary	Click the **Validations** link on the left-hand menu.	

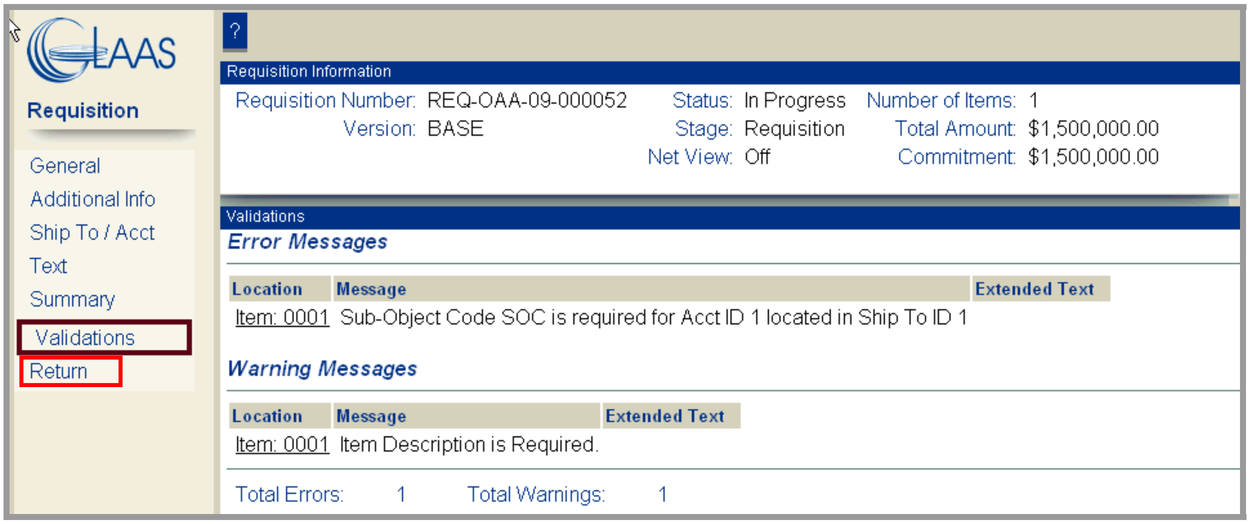


Figure 26: Items / Validations Screen

Steps	Section	User Action	Guidance
37.	Items / Validations	Correct the errors or warnings and then click the **Validations** link again to re-validate the Requisition.	The **Validations** screen appears with a list of **Error Messages** and/or a list of **Warning Messages**. **Error Messages** must be corrected to continue. **Warning Messages** should be corrected before continuing, but the system will not require it. If you did not fill in the Phoenix funding information in the **Accounting Information** section, you will receive error messages about these missing values.
38.	Items / Validations	Click the **Return** link on the left-hand menu.	

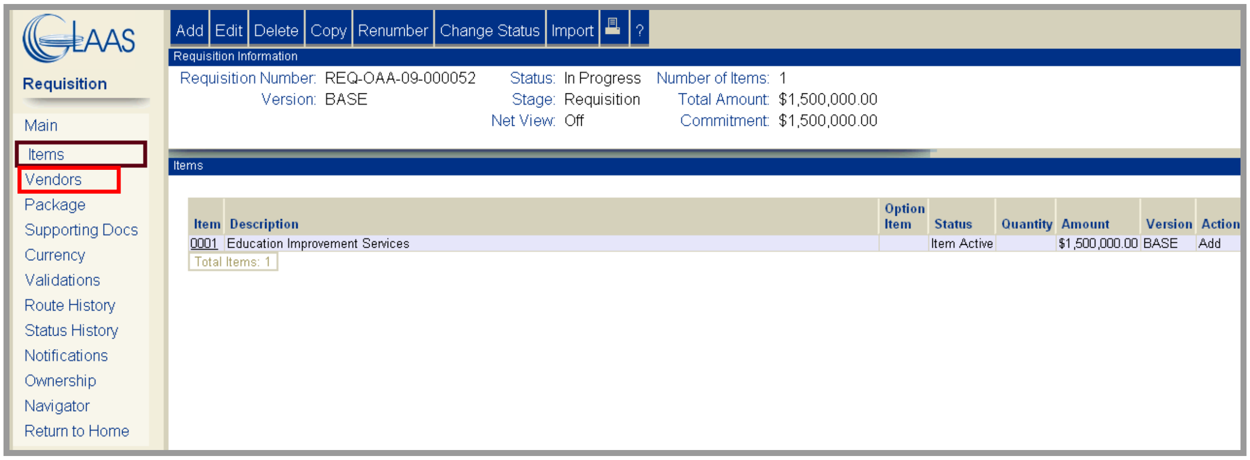


Figure 27: Items Screen

Steps	Section	User Action	Guidance
39.	Items	Repeat **Steps 20-38** if you need to add more line items.	
40.	Items	Click the **Vendors** link on the left-hand menu.	

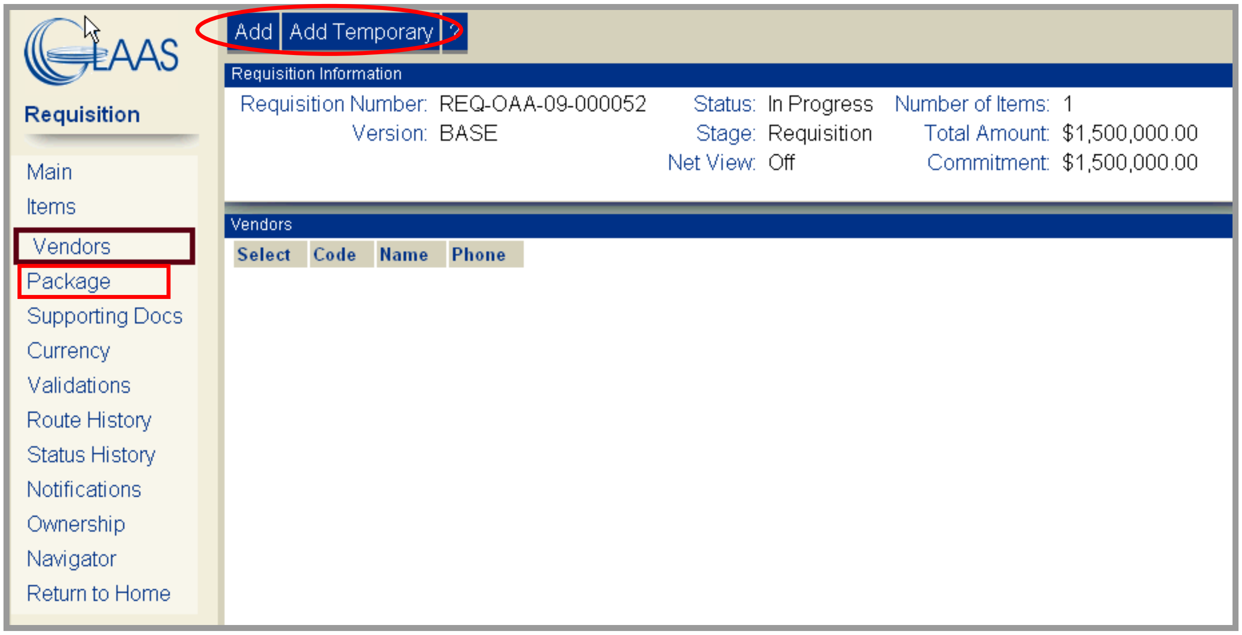


Figure 28: Vendors Screen

Steps	Section	User Action	Guidance
41.	Vendors	To add a **Permanent Vendor** to a Requisition: • Click the **Add** toolbar button. • Search for a vendor (not shown). • Click a vendor code to select it (not shown). To add a **Temporary Vendor** to a Requisition: • Click the **Add Temporary** toolbar button. • Enter the vendor's name and address information (not shown). • Click the **Submit** button to add the Temporary Vendor (not shown). • Repeat if you want to choose more than one vendor.	Vendors are not required on Requisition documents. **Permanent Vendors** are copied hourly from the Phoenix accounting system, and can be used on all GLAAS transactions. **Temporary Vendors** do not exist in Phoenix. They can only be used on GLAAS Requisitions, Solicitations, and Funding Opportunities. A vendor must be created in Phoenix in order to use it on a GLAAS Award. Do not enter Vendors for competitive acquisitions. You can enter Vendors for sole-sourced acquisitions.
42.	Vendors	Click the **Package** link on the left-hand menu.	

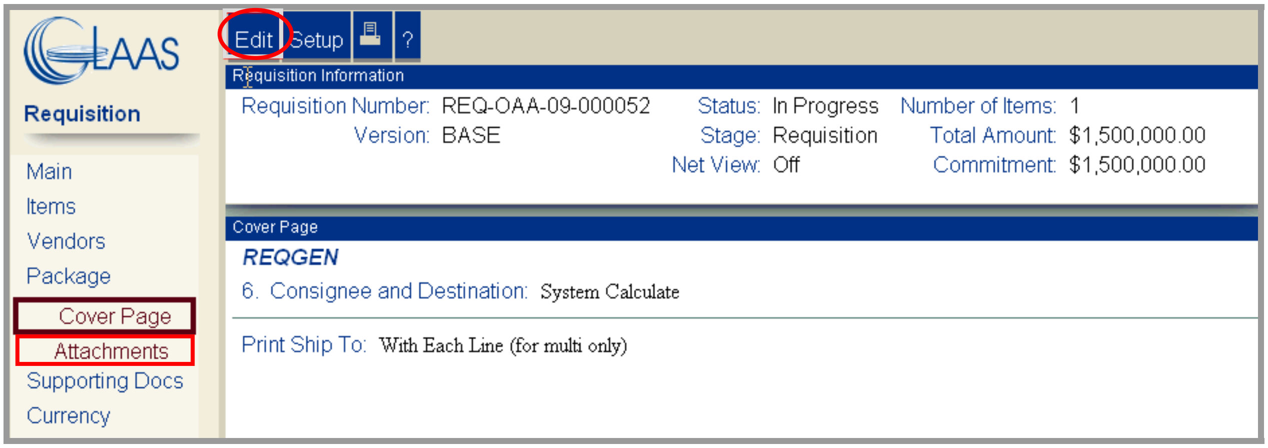
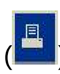


Figure 29: Package / Cover Page Screen

Steps	Section	User Action	Guidance
43.	Package / Cover Page	Click the **Edit** toolbar button to make changes to the standard GLAAS cover page (not shown).	All Requisitions use the same standard cover page. The cover page contains a **Consignee and Destination** address (calculated from the fields in the Requisition), and will print a ship to address on each line. Refer to the *Filling Out a Form* user guide for more information on how to work with cover pages in GLAAS. Click the printer toolbar button () to open a new browser window and view a PDF version of the form for your document in Adobe Acrobat Reader. This report can be viewed, saved, or printed from your browser.
44.	Package / Cover Page	Click the **Attachments** link on the left-hand menu.	

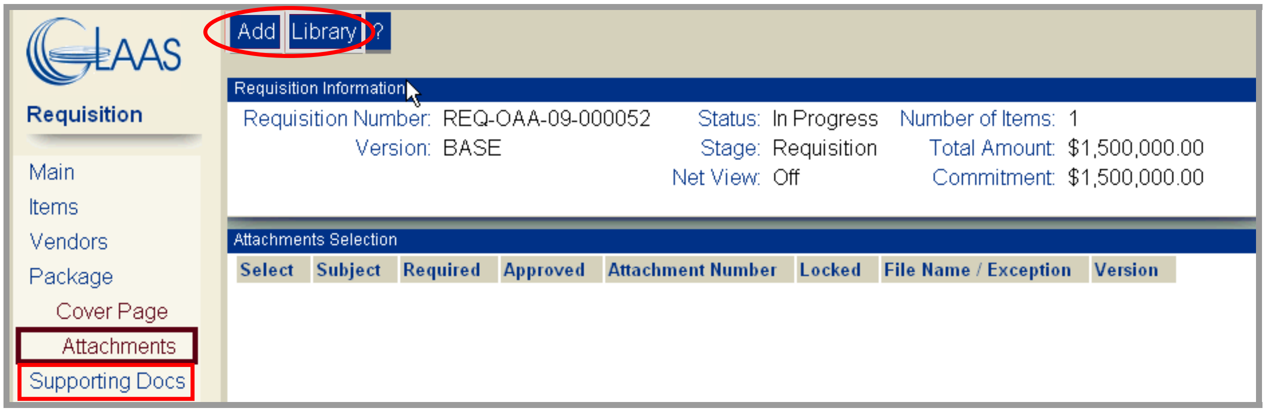


Figure 30: Package / Attachments Screen

Steps	Section	User Action	Guidance
45.	Package / Attachments	Click the **Add** or **Library** toolbar buttons to add a document to the Requisition package (not shown). Select the document to be included as an attachment (not shown). Repeat until all the required attachments have been added (not shown).	The **Attachments** screen contains documents for external use that may be sent to the vendor. Example: “Statement of Work.” The *Adding Attachments and Supporting Documentation* user guide explains how to add files to your GLAAS documents in more detail.
46.	Package / Attachments	Click the **Supporting Docs** link on the left-hand menu.	

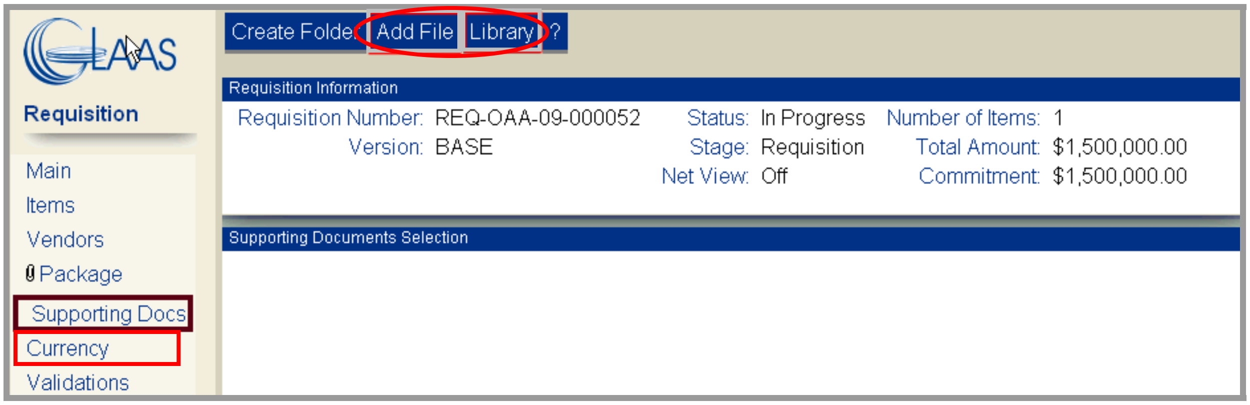


Figure 31: Supporting Docs Screen

Steps	Section	User Action	Guidance
47.	Supporting Docs	Click the **Add File** or **Library** toolbar buttons to add a supporting document to the Requisition package (not shown). Select the document to be included as a supporting document (not shown). Repeat until all the required supporting documents have been added (not shown).	The **Supporting Docs** screen contains documents for internal use that will not be sent to the vendor. Example: "Cost Analysis." Supporting Documents can be set to **Confidential** which allows only users with Full Access to view the supporting document. The *Adding Attachments and Supporting Documentation* user guide explains how to add files to your GLAAS documents in more detail.
48.	Supporting Docs	Click the **Currency** link on the left-hand menu	The currency of your Requisition defaults to U.S. Dollars. If you do not want to change the currency, skip to **Step 59**.

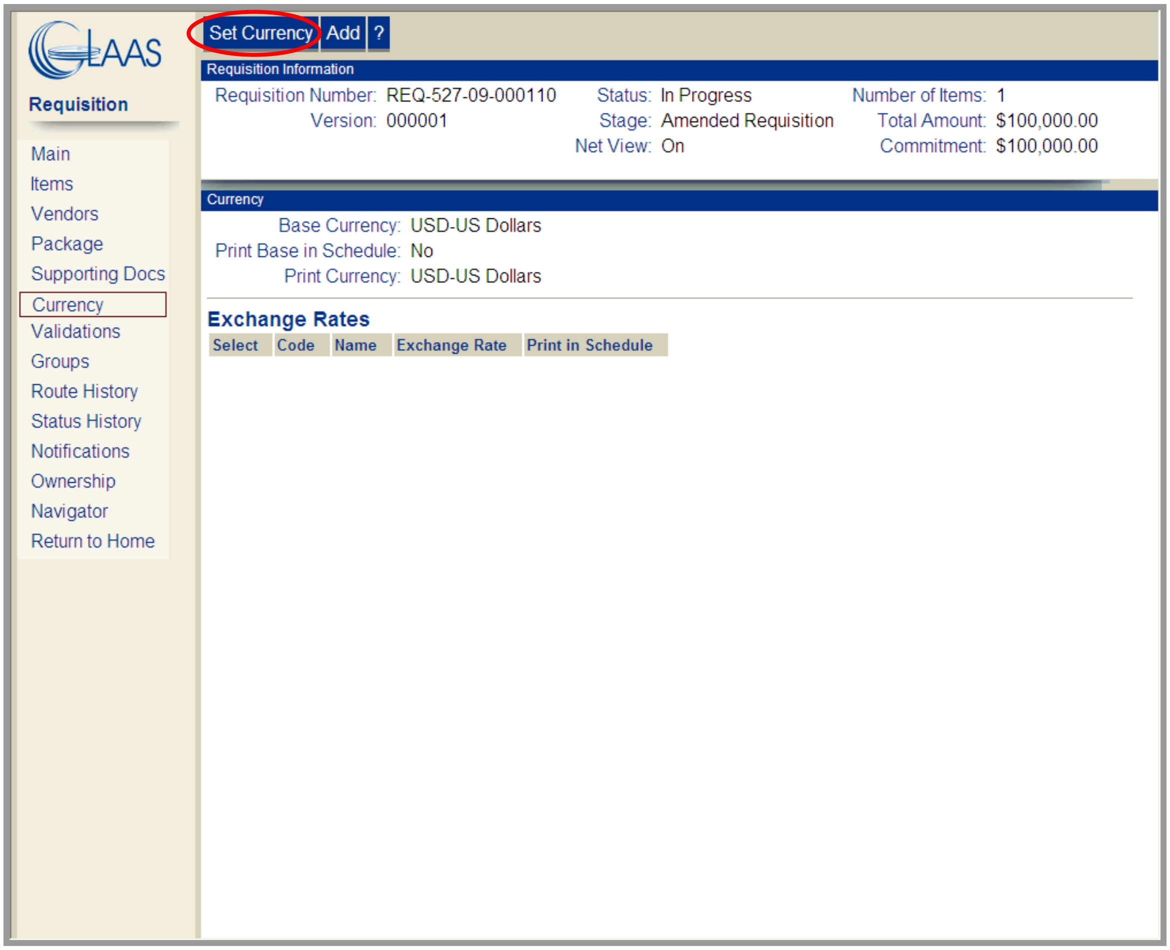


Figure 32: Currency Screen

Steps	Section	User Action	Guidance
49.	Currency	Click the **Set Currency** toolbar button.	

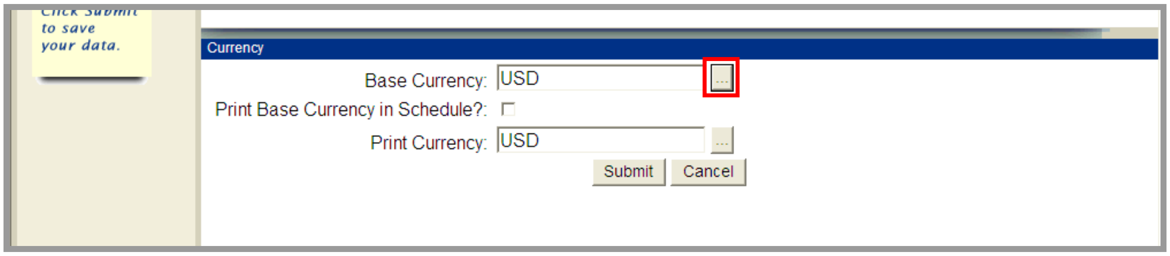


Figure 33: Currency Screen

Steps	Section	User Action	Guidance
50.	Currency	Click the **Base Currency** lookup button (…) to change the Base Currency.	The **Base Currency** is the underlying currency of the Requisition.

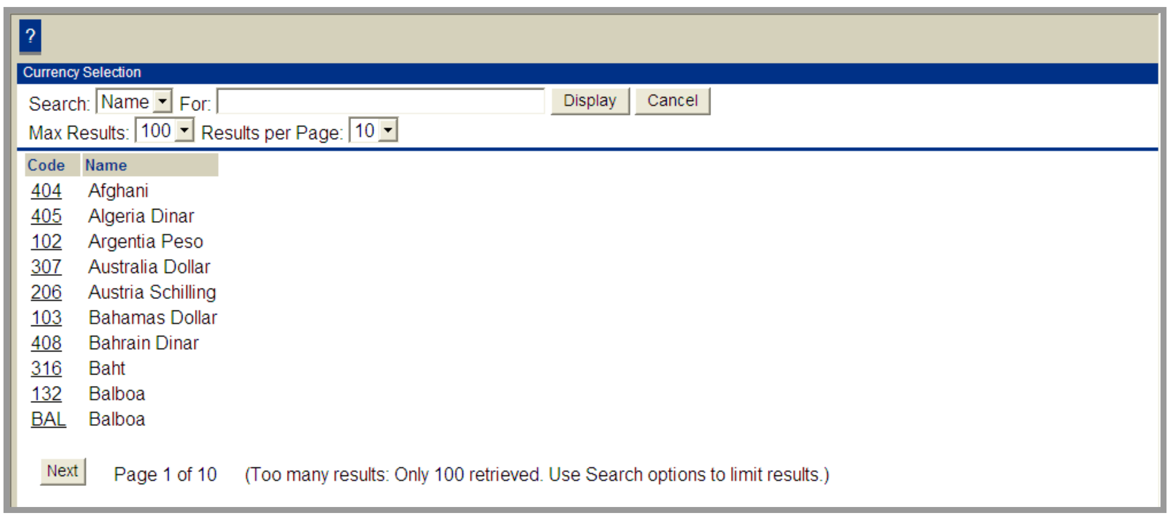


Figure 34: Currency Selection Screen

Steps	Section	User Action	Guidance
51.	Currency Selection	Search for and select the **Base Currency** for the Requisition.	
52.	Currency	Click the **Print Currency** lookup button to change the Print Currency (not shown).	The **Print Currency** is the currency in which the Requisition is printed.
53.	Currency	Click the **Submit** button (not shown).	

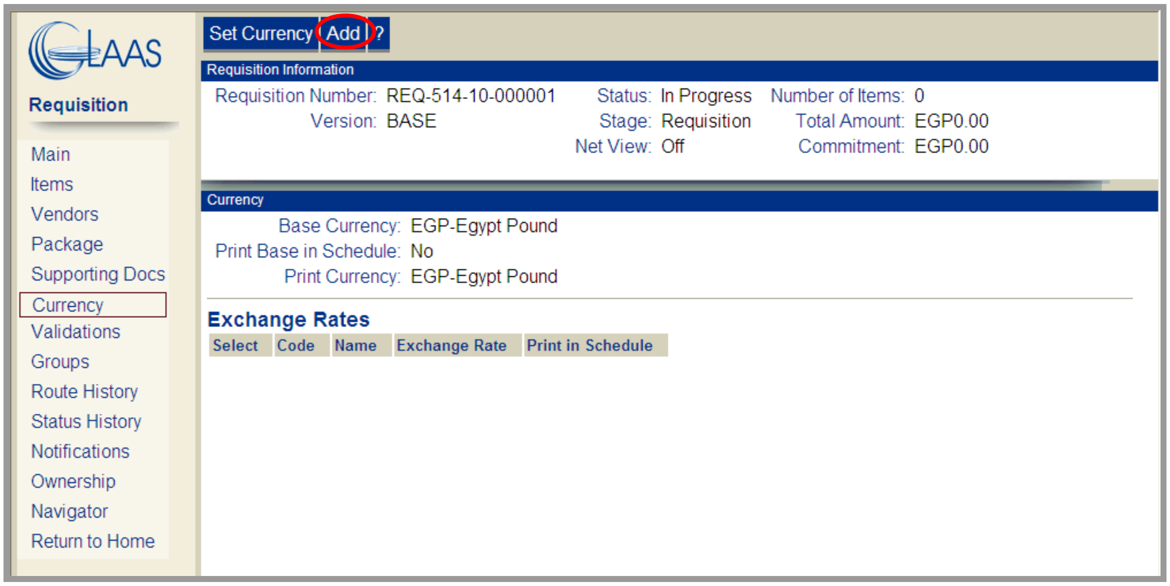


Figure 35: Currency Screen

Steps	Section	User Action	Guidance
54.	Currency	If your **Base Currency** is not US Dollars (USD), click the **Add** toolbar button. OR If your **Base Currency** is US Dollars, go to **Step 59**	If the **Base Currency** of the Requisition is not US Dollars, you must set an **Exchange Rate** between the base currency and US Dollars (USD).

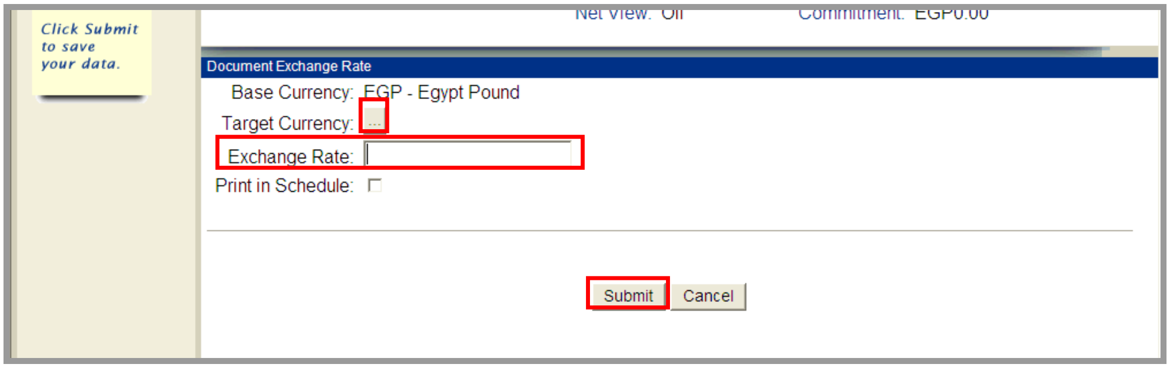


Figure 36: Document Exchange Rate Screen

Steps	Section	User Action	Guidance
55.	Document Exchange Rate	Click the **Target Currency** lookup button (...).	
56.	Document Exchange Rate	Search for and select “USD” (not shown).	You must set the **Target Currency** to “USD” if your **Base Currency** is not also “USD.”
57.	Document Exchange Rate	Edit the **Exchange Rate** if necessary.	GLAAS recommends the current rate of exchange. However, this can be changed if needed based on discussions with the CO or FMO.
58.	Document Exchange Rate	Click the **Submit** button**.**	
59.	Currency	Click the **Validations** link on the left-hand menu (not shown)	

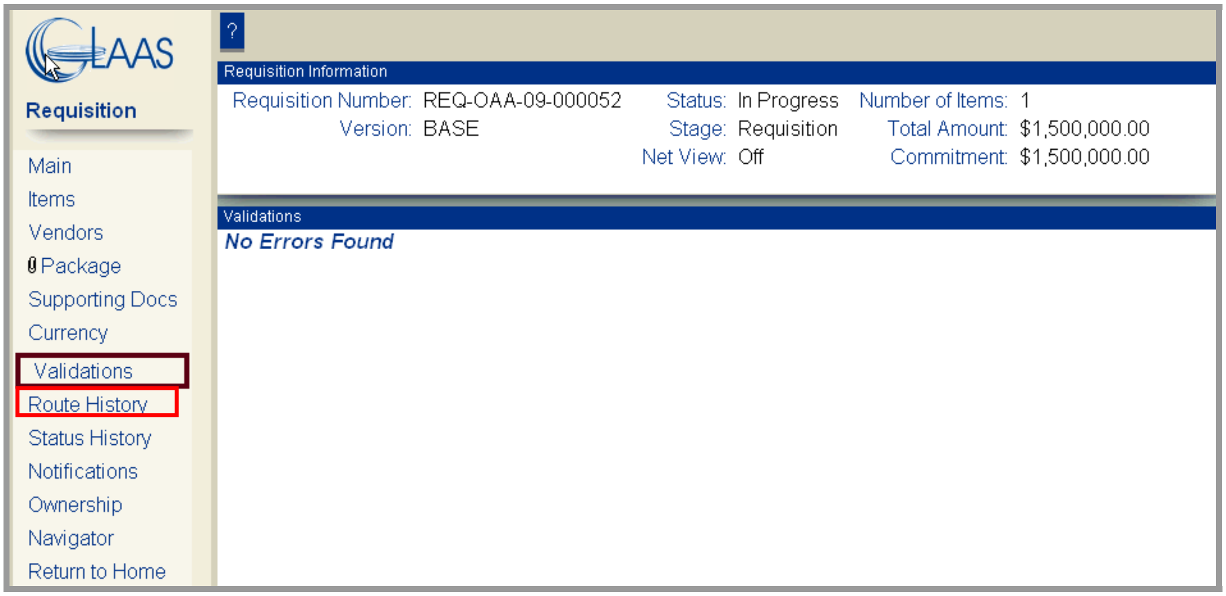


Figure 37: Validations Screen

Steps	Section	User Action	Guidance
60.	Validations	Correct the errors or warnings and then click the **Validations** link again to re-validate the Requisition.	The **Validations** screen appears with a list of **Error Messages** and/or a list of **Warning Messages**. **Error Messages** must be corrected to continue. **Warning Messages** should be corrected before continuing, but the system will not require it. If you did not fill in the Phoenix funding information in the **Accounting Information** sections you will receive error messages about these missing values. If there are no GLAAS error messages, the system will prompt you to Validate in Phoenix. If you are not approving the document and committing funds, click the **No** button (not shown.)
61.	Validations	Click the **Route History** link on the left-hand menu.	

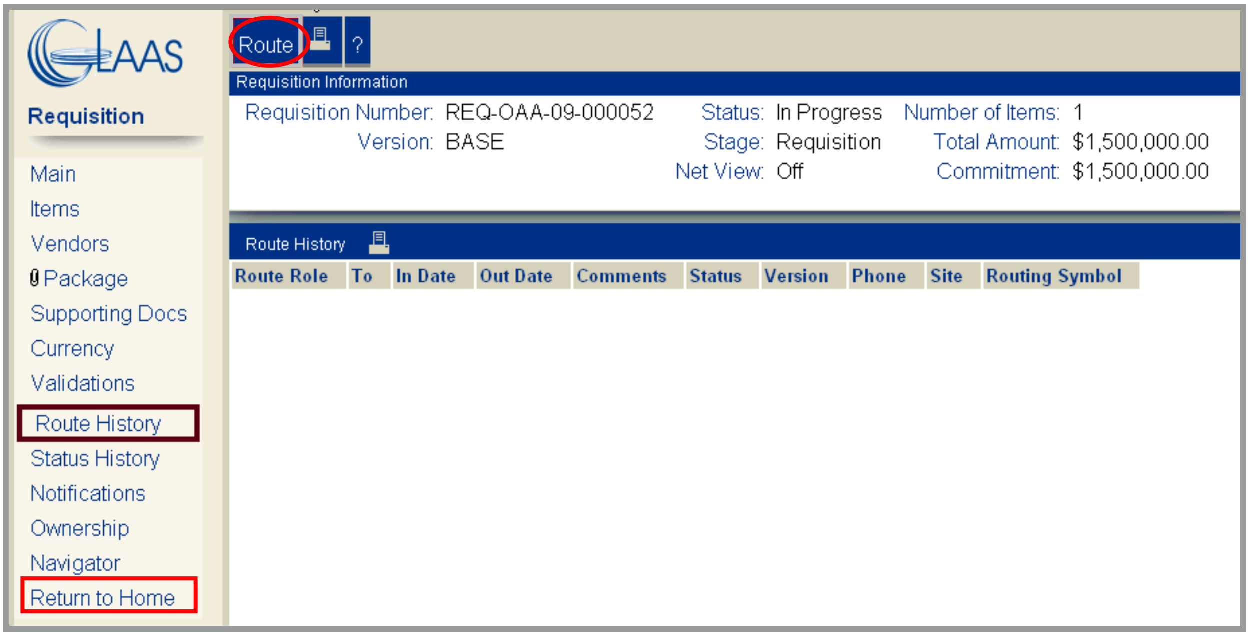


Figure 38: Route History Screen

Steps	Section	User Action	Guidance
62.	Route History	Click the **Route** toolbar button to begin the routing process (not shown).	The **Route** toolbar button allows the user to forward documents to other GLAAS users for review and approval. For missions, the minimum required route list includes the FMO, who receives the document “For Review/Review,” and the PM, who should be the last person on the route and receives the document “For Review/Courtesy Copy.” Any additional users on the route list must receive the document “For Review/Review.” You can create routing list templates in **My Profile**. Refer to the *Routing a Document* user guide for additional information.
63.	Route History	Click the **Return to Home** link on the left-hand menu.	