

## 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:

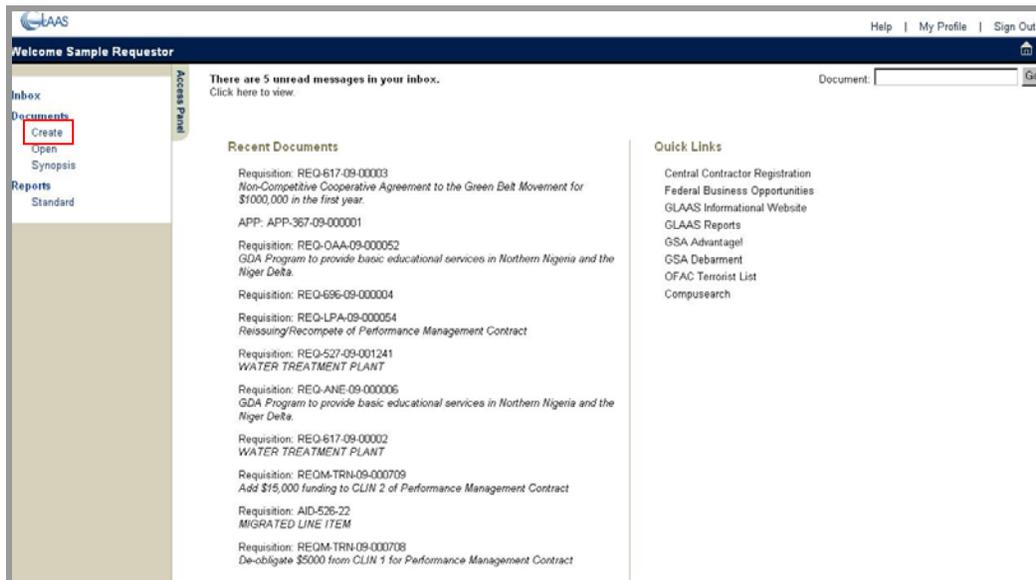


Figure 1: Welcome Screen

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

The screenshot shows the 'Document Create' interface. It features a sidebar with the 'GLAAS' logo and a main content area with the following fields:

- Document Type:** A dropdown menu with 'Requisition' selected.
- Requisition Type:** A dropdown menu with 'Requisition' selected.
- Create From:** A dropdown menu with 'APP' selected.
- Requisition Numbering Masks:** A dropdown menu with 'M/OAA/DCHA - REQUISITION (REQ-OAA-@-#)' selected.

At the bottom right, there are two buttons: 'Continue' (highlighted with a red box) and 'Cancel'.

**Figure 2: Document Create Screen**

Steps	Section	User Action	Guidance
3.	Document Create	Complete the following fields: <ul style="list-style-type: none"> <li>• <b>Document Type:</b> Select "Requisition."</li> <li>• <b>Requisition Type:</b> Select "Requisition."</li> <li>• <b>Create From:</b> Select "APP."</li> <li>• <b>Requisition Numbering Masks:</b> Select the numbering mask that corresponds with your site.</li> </ul>	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 <b>Continue</b> button.	

The screenshot shows a web interface for searching APPs. On the left, under 'Search Criteria', there are fields for 'Search' (set to 'APP Number'), 'For' (set to '%OAA%'), 'Site' (empty), 'Include Related Sites' (unchecked), 'Max Results' (set to 100), and 'Results per Page' (set to 10). The 'Display' button in the toolbar is circled in red. The main area shows a table of results with columns for APP Number, Description, Status Date, and Site. The entry for APP-OAA-08-000016 is highlighted with a red box. At the bottom, there is a 'Next' button and a message: 'Page 1 of 10 (Too many results: Only 100 retrieved. Use Search options to limit results.)'

APP Number	Description	Status Date	Site
<a href="#">APP-OAA-08-000002</a>	Performance Management Contract	01/07/2008	USAID/TRAINING
<a href="#">APP-OAA-08-000003</a>	IQC for Office Supplies	01/08/2008	USAID/TRAINING
<a href="#">APP-OAA-08-000004</a>	Incremental Funding of a Health PSC Contract	01/09/2008	USAID/TRAINING
<a href="#">APP-OAA-08-000005</a>	Defensive Driving School	01/09/2008	USAID/TRAINING
<a href="#">APP-OAA-08-000007</a>	Humanitarian Assistance	10/23/2008	USAID/TRAINING
<a href="#">APP-OAA-08-000012</a>	wk education program in Nigeria	11/03/2008	USAID/TRAINING
<a href="#">APP-OAA-08-000014</a>	GDA Education Programme in Nigeria	11/04/2008	USAID/TRAINING
<a href="#">APP-OAA-08-000016</a>	GDA Education Program in Nigeria	11/04/2008	USAID/TRAINING
<a href="#">APP-OAA-08-000018</a>	dga ED	11/19/2008	USAID/TRAINING
<a href="#">APP-OAA-08-000019</a>	Trainer1 GDA education program in Nigeria	11/05/2008	USAID/TRAINING

Figure 3: APP Selection Screen

Steps	Section	User Action	Guidance
5.	APP Selection	Complete the following fields: <ul style="list-style-type: none"> <li><b>Search:</b> Defaults to “APP Number.”</li> <li><b>For:</b> Enter the APP number.</li> </ul>	When searching, you can use the percent sign (%) as a wildcard character to search for a partial number or name.  Clear the <b>Site</b> field when searching for a document or a user.
6.	APP Selection	Click the <b>Display</b> toolbar button.	
7.	APP Selection	Click the <b>APP Number</b> link.	

**Figure 4: Main / General Screen**

Steps	Section	User Action	Guidance										
8.	Main / General	<p>Complete the following Required (R) and/or Optional (O) fields:</p> <table border="1"> <tr> <td><b>Requisition Date:</b> 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><b>Requisitioner:</b> Defaults to your User ID, but can be updated.</td> <td>R</td> </tr> <tr> <td><b>Originating Office:</b> Select the code for the requesting office.</td> <td>R</td> </tr> <tr> <td><b>Primary Product/Service Code:</b> Select a Product/Service Code to identify the items in this Requisition.</td> <td>R</td> </tr> <tr> <td><b>Received Date:</b> Enter the date you received the request (if any).</td> <td>O</td> </tr> </table>	<b>Requisition Date:</b> Defaults to today's date, but can be updated. This date is considered the commitment date in Phoenix.	R	<b>Requisitioner:</b> Defaults to your User ID, but can be updated.	R	<b>Originating Office:</b> Select the code for the requesting office.	R	<b>Primary Product/Service Code:</b> Select a Product/Service Code to identify the items in this Requisition.	R	<b>Received Date:</b> Enter the date you received the request (if any).	O	<p>The Program Manager (PM) will select the <b>Buyer</b> at the approval stage.</p> <p>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.</p> <p>Click the <b>Edit</b> button (  ) next to the <b>Originating Office</b> field to edit the address for this action. Any updates will carry forward to the Solicitation, Funding Opportunity and the Award.</p> <p>Use the left-hand menu to navigate through the document.</p>
<b>Requisition Date:</b> Defaults to today's date, but can be updated. This date is considered the commitment date in Phoenix.	R												
<b>Requisitioner:</b> Defaults to your User ID, but can be updated.	R												
<b>Originating Office:</b> Select the code for the requesting office.	R												
<b>Primary Product/Service Code:</b> Select a Product/Service Code to identify the items in this Requisition.	R												
<b>Received Date:</b> Enter the date you received the request (if any).	O												
9.	Main / General	Click the <b>Additional Info</b> link on the left-hand menu.											

**Figure 5: Main / Additional Info Screen**

Steps	Section	User Action	Guidance												
10.	Main / Additional Info	<p>Complete the following Required (R) and/or Optional (O) fields:</p> <table border="1"> <tr> <td><b>Requested By:</b> Enter the name of the person who initiated this Requisition if different from your own.</td> <td>R</td> </tr> <tr> <td><b>Phone:</b> Enter the phone number of the person who initiated this Requisition if different from your own.</td> <td>R</td> </tr> <tr> <td><b>Technical Point of Contact:</b> Select a COTR/AOTR.</td> <td>R</td> </tr> <tr> <td><b>Issuing Office:</b> Select the code for the contracting office.</td> <td>R</td> </tr> <tr> <td><b>Admin Office:</b> Select the code for the COTR's/AOTR's office.</td> <td>R</td> </tr> <tr> <td><b>Is this an IT-related purchase:</b> Defaults to "No," but can be changed to "Yes."</td> <td>R</td> </tr> </table>	<b>Requested By:</b> Enter the name of the person who initiated this Requisition if different from your own.	R	<b>Phone:</b> Enter the phone number of the person who initiated this Requisition if different from your own.	R	<b>Technical Point of Contact:</b> Select a COTR/AOTR.	R	<b>Issuing Office:</b> Select the code for the contracting office.	R	<b>Admin Office:</b> Select the code for the COTR's/AOTR's office.	R	<b>Is this an IT-related purchase:</b> Defaults to "No," but can be changed to "Yes."	R	<p>The <b>Additional Information</b> screen contains more information that applies to the entire Requisition.</p> <p>The <b>Period of Performance</b> field should NOT be populated at the Requisition stage.</p> <p>Click the <b>Edit</b> button (  ) next to the <b>Issuing Office</b> or <b>Admin Office</b> fields to edit the address for this action. Any updates will carry forward to the Solicitation, Funding Opportunity and the Award.</p> <p>A default value will appear in the <b>Site</b> field and should not be changed.</p>
<b>Requested By:</b> Enter the name of the person who initiated this Requisition if different from your own.	R														
<b>Phone:</b> Enter the phone number of the person who initiated this Requisition if different from your own.	R														
<b>Technical Point of Contact:</b> Select a COTR/AOTR.	R														
<b>Issuing Office:</b> Select the code for the contracting office.	R														
<b>Admin Office:</b> Select the code for the COTR's/AOTR's office.	R														
<b>Is this an IT-related purchase:</b> Defaults to "No," but can be changed to "Yes."	R														

Supporting Docs	GDA Flag	YES	...
Currency	Environmental Determination Document Name	DCN-EGAS-05-02	
Validations	Objective		
Route History	22 CFR 216 Compliance Status	APPROVED BY BEO	Approved by BEO
Status History	Benefiting Country Code	620	Federal Republic of Nigeria
Notifications	Acctg Period		
Ownership	Reporting Acctg Period		
Navigator	Action Type	CA1	Cooperative Agreement (Competition)
Return to Home	Award TEC	2500000	
	Award/Order Number		...
	Competition (Yes/No)	YES	YES
	Earmark/Directive/Other	N/A	Not Applicable
	Earmark/Directive/Other Description		

**Figure 6: Main / Additional Info Screen**

Steps	Section	User Action	Guidance								
10. cont.	Main / Additional Info	<p>Complete the following Required (R) and/or Optional (O) fields:</p> <table border="1"> <tr> <td><b>GDA Flag:</b> Select "YES" if this action is for the Global Development Alliance initiative.</td> <td>R</td> </tr> <tr> <td><b>Environmental Determination Document Name:</b> Enter a document title (if applicable), otherwise enter "N/A."</td> <td>R</td> </tr> <tr> <td><b>22 CFR 216 Compliance Status:</b> Select an environmental compliance status code from the dropdown list.</td> <td>R</td> </tr> <tr> <td><b>Benefiting Country Code:</b> Select the code of the one country, or region (if applicable), that will benefit most from this action.</td> <td>R</td> </tr> </table>	<b>GDA Flag:</b> Select "YES" if this action is for the Global Development Alliance initiative.	R	<b>Environmental Determination Document Name:</b> Enter a document title (if applicable), otherwise enter "N/A."	R	<b>22 CFR 216 Compliance Status:</b> Select an environmental compliance status code from the dropdown list.	R	<b>Benefiting Country Code:</b> Select the code of the one country, or region (if applicable), that will benefit most from this action.	R	<p>The lower portion of the <b>Additional Info</b> screen contains USAID-specific "flex fields."</p> <p>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.</p> <p>USAID is not currently using the <b>Objective</b> field.</p>
<b>GDA Flag:</b> Select "YES" if this action is for the Global Development Alliance initiative.	R										
<b>Environmental Determination Document Name:</b> Enter a document title (if applicable), otherwise enter "N/A."	R										
<b>22 CFR 216 Compliance Status:</b> Select an environmental compliance status code from the dropdown list.	R										
<b>Benefiting Country Code:</b> Select the code of the one country, or region (if applicable), that will benefit most from this action.	R										

Supporting Docs	GDA Flag	YES	...
Currency	Environmental Determination Document Name	DCN-EGAS-05-02	
Validations	Objective		
Route History	22 CFR 216 Compliance Status	APPROVED BY BEO	... Approved by BEO
Status History	Benefiting Country Code	620	... Federal Republic of Nigeria
Notifications	Acctg Period		
Ownership	Reporting Acctg Period		
Navigator	Action Type	CA1	... Cooperative Agreement (Competition)
Return to Home	Award TEC	2500000	
	Award/Order Number		...
	Competition (Yes/No)	YES	... YES
	Earmark/Directive/Other	N/A	... Not Applicable
	Earmark/Directive/Other Description		

**Figure 7: Main / Additional Info Screen**

Steps	Section	User Action	Guidance						
10. cont.	Main / Additional Info	<p>Complete the following Required (R) and/or Optional (O) fields:</p> <table border="1"> <tr> <td> <p><b>Acctg Period:</b> 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.</p> </td> <td>O</td> </tr> <tr> <td> <p><b>Reporting Acctg Period:</b> 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.</p> </td> <td>O</td> </tr> <tr> <td> <p><b>Action Type:</b> Select a code identifying the type of procurement action.</p> </td> <td>R</td> </tr> </table>	<p><b>Acctg Period:</b> 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.</p>	O	<p><b>Reporting Acctg Period:</b> 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.</p>	O	<p><b>Action Type:</b> Select a code identifying the type of procurement action.</p>	R	<p>The lower portion of the <b>Additional Info</b> screen contains USAID-specific “flex fields.”</p> <p>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.</p>
<p><b>Acctg Period:</b> 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.</p>	O								
<p><b>Reporting Acctg Period:</b> 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.</p>	O								
<p><b>Action Type:</b> Select a code identifying the type of procurement action.</p>	R								

Route History	Objective	<input type="text"/>	
Status History	22 CFR 216 Compliance Status	APPROVED BY BEO	... Approved by BEO
Notifications	Benefiting Country Code	620	... Federal Republic of Nigeria
Ownership	Acctg Period	<input type="text"/>	
Navigator	Reporting Acctg Period	<input type="text"/>	
Return to Home	Action Type	CA1	... Cooperative Agreement (Competition)
	Award TEC	2500000	
	Award/Order Number	<input type="text"/>	...
	Competition (Yes/No)	YES	... YES
	Earmark/Directive/Other	N/A	... Not Applicable
	Earmark/Directive/Other Description	<input type="text"/>	

**Figure 8: Main / Additional Info Screen**

Steps	Section	User Action	Guidance										
10. cont.	Main / Additional Info	<p>Complete the following Required (R) and/or Optional (O) fields:</p> <table border="1"> <tr> <td><b>Award TEC:</b> Enter the Total Estimated Cost for the award, not just what is being committed right now.</td> <td>R</td> </tr> <tr> <td><b>Award/Order Number:</b> Select the relevant Award/Order Number if this requisition is being used to modify an existing award.</td> <td>R/O</td> </tr> <tr> <td><b>Competition:</b> Enter "YES" or "NO" if this action will be competed or not.</td> <td>R</td> </tr> <tr> <td><b>Earmark/Directive/Other:</b> 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.</td> <td>R</td> </tr> <tr> <td><b>Earmark/Directive/Other Description:</b> Enter a short description of the Earmark, Directive or other mandate for the award when applicable.</td> <td>R</td> </tr> </table>	<b>Award TEC:</b> Enter the Total Estimated Cost for the award, not just what is being committed right now.	R	<b>Award/Order Number:</b> Select the relevant Award/Order Number if this requisition is being used to modify an existing award.	R/O	<b>Competition:</b> Enter "YES" or "NO" if this action will be competed or not.	R	<b>Earmark/Directive/Other:</b> 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	<b>Earmark/Directive/Other Description:</b> Enter a short description of the Earmark, Directive or other mandate for the award when applicable.	R	<p>The <b>Award/Order Number</b> field is only required when creating a requisition that will modify an existing award.</p> <p>If searching for an award or order by the <b>Code</b>, 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 <b>For</b> field after clicking on the <b>Award/Order Number</b> lookup button ( <input type="text"/> ) (not shown).</p>
<b>Award TEC:</b> Enter the Total Estimated Cost for the award, not just what is being committed right now.	R												
<b>Award/Order Number:</b> Select the relevant Award/Order Number if this requisition is being used to modify an existing award.	R/O												
<b>Competition:</b> Enter "YES" or "NO" if this action will be competed or not.	R												
<b>Earmark/Directive/Other:</b> 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												
<b>Earmark/Directive/Other Description:</b> Enter a short description of the Earmark, Directive or other mandate for the award when applicable.	R												
11.	Main / Additional Info	Click the <b>Project</b> link on the left-hand menu (not shown).											

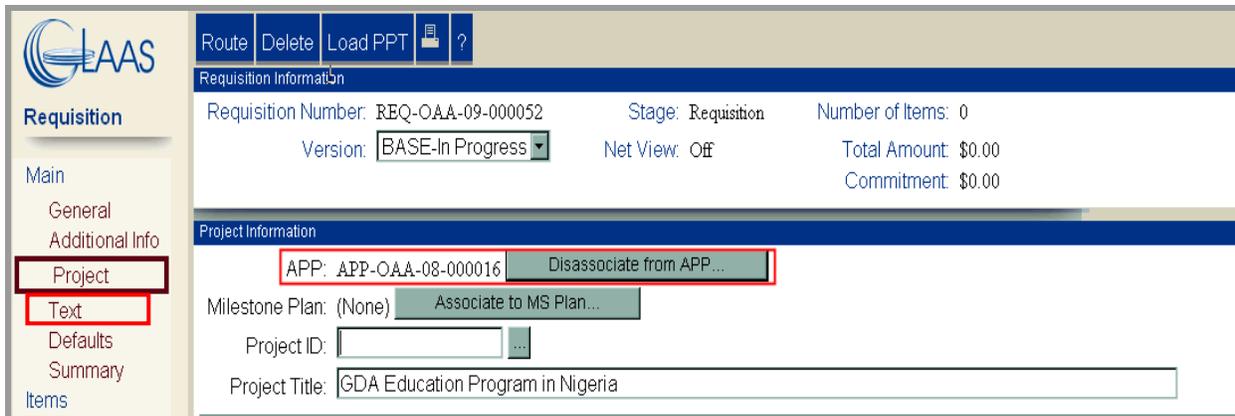


Figure 9: Main / Project Screen

Steps	Section	User Action	Guidance								
12.	Main / Project	<p>Complete the following Required (R) and/or Optional (O) fields:</p> <table border="1"> <tr> <td><b>APP:</b> Will auto fill if created from an APP.</td> <td>R/O</td> </tr> <tr> <td><b>Milestone Plan:</b> This field is not used by the Requestor.</td> <td>N/A</td> </tr> <tr> <td><b>Project ID:</b> This field is not used by the Requestor.</td> <td>N/A</td> </tr> <tr> <td><b>Project Title:</b> Will auto fill if created from an APP.</td> <td>O</td> </tr> </table>	<b>APP:</b> Will auto fill if created from an APP.	R/O	<b>Milestone Plan:</b> This field is not used by the Requestor.	N/A	<b>Project ID:</b> This field is not used by the Requestor.	N/A	<b>Project Title:</b> Will auto fill if created from an APP.	O	<p>Requisitions for Purchase Card Orders, micro-purchases, and (for missions only) purchase orders funded by purchase cards, do not require an APP.</p> <p>Requisitions for all other actions should be linked to an APP document.</p> <p>The A&amp;A Specialist or CO/AO will link the Requisition to a Milestone Plan.</p> <p>If the incorrect APP was used to create the Requisition, use the <b>Disassociate from APP</b> button to unlink the incorrect APP, and then use the <b>Associate to APP</b> to link to the correct APP in order to avoid having to delete the Requisition.</p>
<b>APP:</b> Will auto fill if created from an APP.	R/O										
<b>Milestone Plan:</b> This field is not used by the Requestor.	N/A										
<b>Project ID:</b> This field is not used by the Requestor.	N/A										
<b>Project Title:</b> Will auto fill if created from an APP.	O										
13.	Main / Project	Click the <b>Text</b> link on the left-hand menu.									

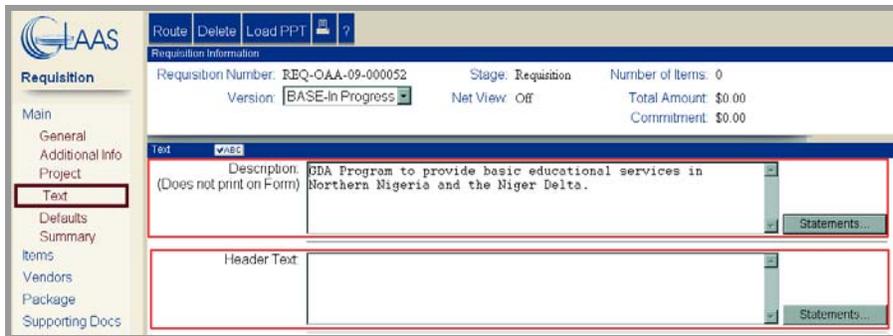


Figure 10: Main / Text Screen

Steps	Section	User Action	Guidance										
14.	Main / Text	<p>Complete the following Required (R) and/or Optional (O) fields:</p> <table border="1"> <tr> <td><b>Description:</b> 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><b>Header Text:</b> This will print out once at the top of Section 9B on the Requisition.</td> <td>R</td> </tr> <tr> <td><b>Footer Text:</b> This will print out once at the bottom of Section 9B on the Requisition (not shown).</td> <td>O</td> </tr> <tr> <td><b>Notes:</b> 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><b>Notes to Buyer:</b> 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 <b>Notifications</b> folder within the <b>GLAAS Inbox</b>.</td> <td>O</td> </tr> </table>	<b>Description:</b> 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.	R	<b>Header Text:</b> This will print out once at the top of Section 9B on the Requisition.	R	<b>Footer Text:</b> This will print out once at the bottom of Section 9B on the Requisition (not shown).	O	<b>Notes:</b> Enter any additional information you want to send along with the form (not shown). This will not print on the Requisition.	O	<b>Notes to Buyer:</b> 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 <b>Notifications</b> folder within the <b>GLAAS Inbox</b> .	O	<p>Use the <b>Main / Text</b> screen to enter text that applies to all line items in the Requisition.</p> <p><b>WARNING!</b> Do not enter sensitive procurement information in the <b>Description</b> field.</p> <p>You can cut and paste text from other documents into the GLAAS text fields, and then edit the text as necessary.</p> <p>You can also use the <b>Statements</b> button to insert standard language that can then be edited as needed.</p> <p>Each text field will hold up to seven typed pages.</p> <p>Only the <b>Description</b> and the <b>Header Text</b> will carry forward to the Solicitation, Funding Opportunity or the Award.</p> <p>The first 255 characters of the <b>Description</b> carry over to the description field in Phoenix.</p> <p>The first 50 characters of the <b>Header Text</b> carry over to the Title field in Phoenix.</p> <p>The recommended <b>Header Text</b> for a:</p> <ul style="list-style-type: none"> <li>Contract or Assistance Award is program name (acronym) and vendor (if known). Example: PIET, AAI.</li> <li>Purchase Order is the purpose (without any lead in). Example: Newspaper subscription.</li> <li>PSC Contract is position and office. Example: EG Specialist, EGAT.</li> </ul>
<b>Description:</b> 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.	R												
<b>Header Text:</b> This will print out once at the top of Section 9B on the Requisition.	R												
<b>Footer Text:</b> This will print out once at the bottom of Section 9B on the Requisition (not shown).	O												
<b>Notes:</b> Enter any additional information you want to send along with the form (not shown). This will not print on the Requisition.	O												
<b>Notes to Buyer:</b> 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 <b>Notifications</b> folder within the <b>GLAAS Inbox</b> .	O												

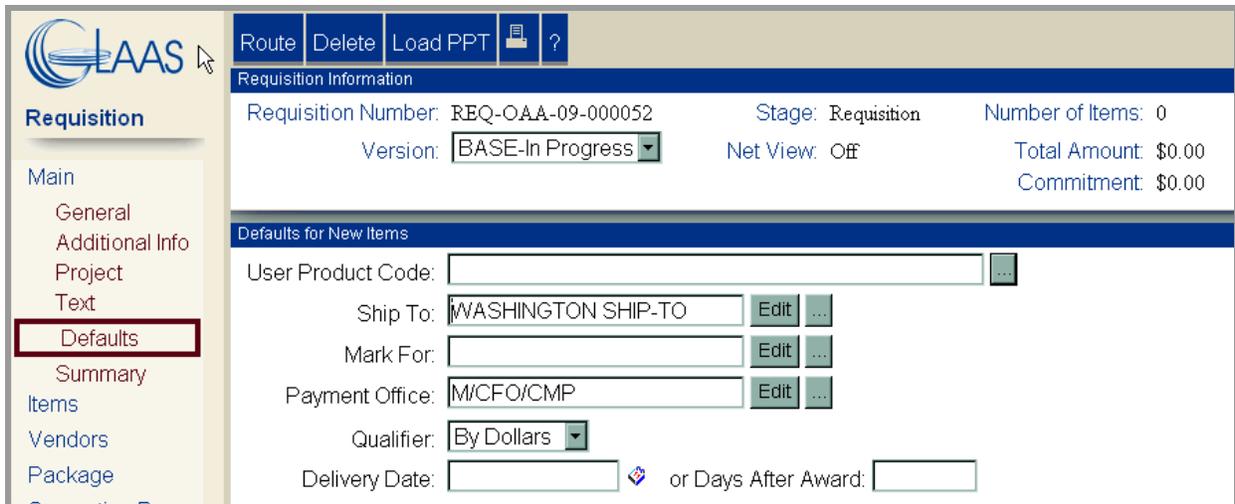


Figure 11: Main / Defaults Screen

Steps	Section	User Action	Guidance										
15.	Main / Text	Click the <b>Defaults</b> link on the left-hand menu (not shown).											
16.	Main / Defaults	<p>Complete the following Required (R) and/or Optional (O) fields:</p> <table border="1"> <tr> <td><b>Ship To:</b> Select the office code for your site or mission.</td> <td>O</td> </tr> <tr> <td><b>Mark For:</b> Select the office that will actually receive the items or service.</td> <td>O</td> </tr> <tr> <td><b>Payment Office:</b> Select the office that will make payments for this action.</td> <td>O</td> </tr> <tr> <td><b>Qualifier:</b> 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><b>Delivery Date or Days After Award:</b> Choose a default delivery date, or specify delivery for a certain number of days after the award.</td> <td>O</td> </tr> </table>	<b>Ship To:</b> Select the office code for your site or mission.	O	<b>Mark For:</b> Select the office that will actually receive the items or service.	O	<b>Payment Office:</b> Select the office that will make payments for this action.	O	<b>Qualifier:</b> 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.	O	<b>Delivery Date or Days After Award:</b> Choose a default delivery date, or specify delivery for a certain number of days after the award.	O	<p>The <b>Defaults</b> screen lets you enter information that will be the same for every line item in the Requisition.</p> <p>You can leave these fields blank on this screen, but some of them will be required when you create your line items.</p> <p>The <b>Mark For</b> address is the location where the items will be sent after they are delivered to the <b>Ship To</b> location.</p> <p>Click the <b>Edit</b> button (  ) next to the <b>Ship To</b> or <b>Mark For</b> fields to edit the address for this action. Any updates will carry forward to the Solicitation, Funding Opportunity and the Award.</p> <p>In general, the <b>Qualifier</b> should be "By Dollars" unless you are buying a fixed number of easily defined items (e.g., "Five HP4360 Laser Printers").</p> <p>USAID is not currently using the <b>User Product Code</b> field.</p>
<b>Ship To:</b> Select the office code for your site or mission.	O												
<b>Mark For:</b> Select the office that will actually receive the items or service.	O												
<b>Payment Office:</b> Select the office that will make payments for this action.	O												
<b>Qualifier:</b> 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.	O												
<b>Delivery Date or Days After Award:</b> Choose a default delivery date, or specify delivery for a certain number of days after the award.	O												

The screenshot shows a web form titled 'Main / Defaults Screen'. At the top, there are two text input fields: 'Project Number:' and 'Accounting Code:'. Below these is a 'Select Accounting Code:' section with two buttons: 'Alias...' and 'A/C Combo...'. The main part of the form consists of a vertical list of fields, each with a text input box and a dropdown arrow on the right: 'Accounting Template', 'Start BFY', 'End BFY', 'Fund', 'Operating Unit (OP)', 'Program Area', 'Distribution Code', 'Program Element', 'Program Sub-Element', 'Team/Division', 'Benefiting Geo Area', 'Operating Unit Def.', 'Sub-Object Code SOC', and 'Program Target'.

**Figure 12: Main / Defaults Screen**

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

The screenshot shows the GLAAS Requisition Summary screen. On the left, a navigation menu includes 'Main', 'General', 'Additional Info', 'Project', 'Text', 'Defaults', 'Summary', 'Items', 'Vendors', 'Package', 'Supporting Docs', 'Currency', 'Validations', 'Route History', 'Status History', 'Notifications', 'Ownership', 'Navigator', and 'Return to Home'. The 'Summary' and 'Items' links are highlighted with red boxes. The main content area displays requisition information: Requisition Number: REQ-OAA-09-000052, Stage: Requisition, Number of Items: 0, Version: BASE-In Progress, Net View: Off, Total Amount: \$0.00, and Commitment: \$0.00. Below this is the 'General Summary' section with an 'Edit' button highlighted in red. The details include: Owner: Sample Requestor, Requisition Date: 04/14/2009, Requisitioner: Sample Requestor, Buyer: (None), Source PPT Name: (None), Primary Product / Service Code: R408, Primary Product / Service Code Description: PROGRAM MANAGEMENT/SUPPORT SERVICES, Received Date: (None), Originating Office Code: M/OAA/GRO, Name: M/OP/REG Team2 (ANE, LPA, PPC, SDB), Address1: 00001, Address2: RRB 7th Floor, Address3: (None), Address4: (None), City: Washington, State: DC, Zip: 20523-7101, and Country: USA.

Figure 13: Main / Summary Screen

Steps	Section	User Action	Guidance
17.	Main / Defaults	Click the <b>Summary</b> link on the left-hand menu (not shown).	
18.	Main / Summary	Review the information on this screen for accuracy.	At the <b>Summary</b> 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 <b>Edit</b> buttons (  ) to make any changes.
19.	Main / Summary	Click the <b>Items</b> link on the left-hand menu.	



**Figure I4: Items Screen**

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

The screenshot displays the 'Items / General' screen in the LAAS Requisition system. At the top, there are navigation buttons: First, Previous, Next, Last, Add, Copy, Delete, and a help icon. Below this, the 'Item Information' section shows the Requisition Number (REQ-OAA-09-000052) and Item Number (0001) of 1. There are input fields for Item Number and Sub Item Number, along with a 'Go To' button. The 'Item General' section contains several fields: Item Number (1), Sub Item Number, Sequence for Sub Number, User Product Code, Description (Education Improvement Services), Calculate By Percentage (checkbox), Qualifier (By Dollars), Unit of Issue, Quantity, Unit Price, and Amount (1500000.00). A left-hand menu includes options like Ship To / Acct, Text, Summary, Validations, and Return.

Figure 15: Items / General Screen

Steps	Section	User Action	Guidance												
21.	Items / General	<p>Complete the following Required (R) and/or Optional (O) fields:</p> <table border="1"> <tr> <td><b>Description:</b> Enter the Item description.</td> <td>R</td> </tr> <tr> <td><b>Qualifier:</b> 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><b>Unit of Issue:</b> If "By Quantity" is selected as the <b>Qualifier</b>, this is a required field.</td> <td>R/O</td> </tr> <tr> <td><b>Quantity:</b> If "By Quantity" is selected as the <b>Qualifier</b>, this is a required field.</td> <td>R/O</td> </tr> <tr> <td><b>Unit Price:</b> If "By Quantity" is selected as the <b>Qualifier</b>, this is a required field.</td> <td>R/O</td> </tr> <tr> <td><b>Amount:</b> This field is read/write if the <b>Qualifier</b> is set to "By Dollars." This field will auto-populate if the <b>Qualifier</b> is set to "By Quantity."</td> <td>R</td> </tr> </table>	<b>Description:</b> Enter the Item description.	R	<b>Qualifier:</b> 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.	R	<b>Unit of Issue:</b> If "By Quantity" is selected as the <b>Qualifier</b> , this is a required field.	R/O	<b>Quantity:</b> If "By Quantity" is selected as the <b>Qualifier</b> , this is a required field.	R/O	<b>Unit Price:</b> If "By Quantity" is selected as the <b>Qualifier</b> , this is a required field.	R/O	<b>Amount:</b> This field is read/write if the <b>Qualifier</b> is set to "By Dollars." This field will auto-populate if the <b>Qualifier</b> is set to "By Quantity."	R	<p>Use the <b>Items / General</b> screen to add information about this line item.</p> <p>The qualifier may auto-populate based on what was entered in <b>Main / Defaults</b>.</p> <p>All the options on the left-hand menu only pertain to the current item.</p> <p>The <b>Item Number</b> field will default in sequential order.</p> <p>USAID is not currently using these fields:</p> <ul style="list-style-type: none"> <li>• <b>Sub Item Number</b></li> <li>• <b>Sequence for Sub Number</b></li> <li>• <b>User Product Code</b></li> <li>• <b>Calculate By Percentage</b></li> </ul>
<b>Description:</b> Enter the Item description.	R														
<b>Qualifier:</b> 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.	R														
<b>Unit of Issue:</b> If "By Quantity" is selected as the <b>Qualifier</b> , this is a required field.	R/O														
<b>Quantity:</b> If "By Quantity" is selected as the <b>Qualifier</b> , this is a required field.	R/O														
<b>Unit Price:</b> If "By Quantity" is selected as the <b>Qualifier</b> , this is a required field.	R/O														
<b>Amount:</b> This field is read/write if the <b>Qualifier</b> is set to "By Dollars." This field will auto-populate if the <b>Qualifier</b> is set to "By Quantity."	R														
22.	Items / General	Click the <b>Additional Info</b> link on the left-hand menu.													

**Figure 16: Items / Additional Info Screen**

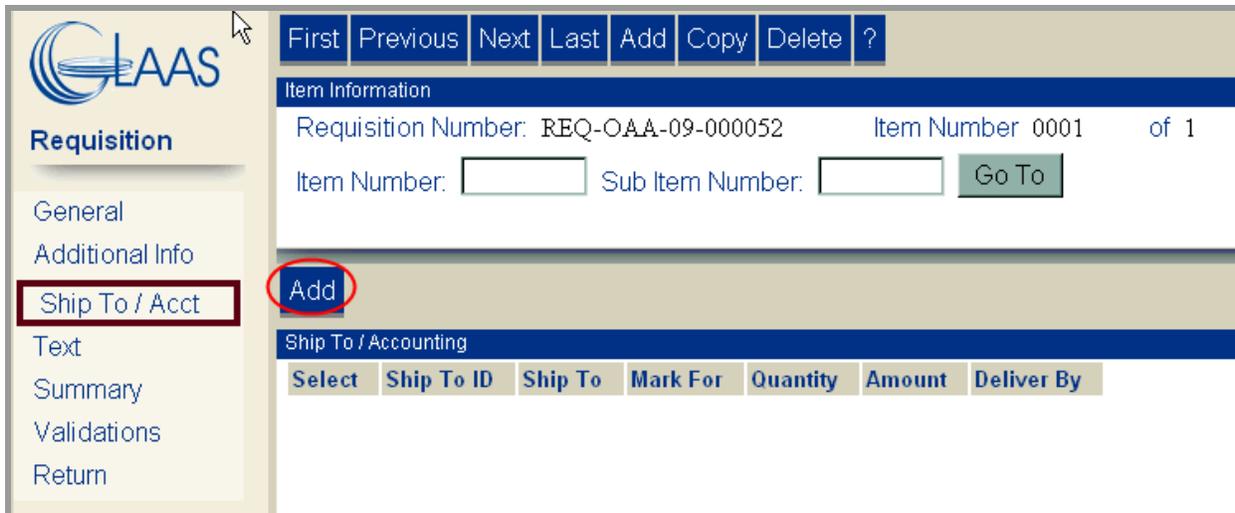
Steps	Section	User Action	Guidance						
23.	Items / Additional Info	<p>Complete the following Required (R) and/or Optional (O) fields:</p> <table border="1"> <tr> <td><b>Product / Service Code:</b> This will default from the <b>Main / General</b> screen, but it can be changed on the line item or left blank.</td> <td>O</td> </tr> <tr> <td><b>Special Handling:</b> Select a code if this item requires special handling.</td> <td>O</td> </tr> <tr> <td><b>Expected Renewal Date:</b> Enter the date you expect to renew this action.</td> <td>O</td> </tr> </table>	<b>Product / Service Code:</b> This will default from the <b>Main / General</b> screen, but it can be changed on the line item or left blank.	O	<b>Special Handling:</b> Select a code if this item requires special handling.	O	<b>Expected Renewal Date:</b> Enter the date you expect to renew this action.	O	<p>The <b>Expected Renewal Date</b> field is used for services that are expected to be renewed, e.g., Janitorial service.</p> <p>USAID is not currently using the <b>Accountable Property</b> field.</p> <p>The <b>Period of Performance</b> field should NOT be populated at the Requisition stage.</p>
<b>Product / Service Code:</b> This will default from the <b>Main / General</b> screen, but it can be changed on the line item or left blank.	O								
<b>Special Handling:</b> Select a code if this item requires special handling.	O								
<b>Expected Renewal Date:</b> Enter the date you expect to renew this action.	O								

The screenshot displays the 'Additional Info' section of a requisition in the GLAAS system. The left sidebar shows navigation options: Requisition, General, Additional Info (highlighted), Ship To / Acct, Text, Summary, Validations, and Return. The main content area includes the following fields:

- Item Information: Requisition Number: REQ-OAA-09-000052, Item Number: 0001 of 1
- Additional Info:
  - Accountable Property:
  - Product / Service Code: R408
  - Special Handling: [dropdown]
  - Period of Performance: [start] To: [end]
  - Expected Renewal Date: [date]
  - Unfunded Line Item:
  - GFP:
  - Option Line Item:
  - Anticipated Exercise Date: [date]
  - Days After Award: [text]
  - FOB: Destination
  - Origin City: [text]
  - Origin State: [text]
  - CLIN Estimated Amount: 1500000

Figure 17: Items / Additional Info Screen

Steps	Section	User Action	Guidance										
23. cont.	Items / Additional Info	<p>Complete the following Required (R) and/or Optional (O) fields:</p> <table border="1"> <tr> <td><b>Unfunded Line Item:</b> 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><b>GFP:</b> 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><b>Option Line Item:</b> 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><b>Anticipated Exercise Date:</b> 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 <b>Days After Award</b> you expect to exercise this option.</td> <td>R/O</td> </tr> <tr> <td><b>CLIN Estimated Amount:</b> Enter the estimated total value for this contract line item.</td> <td>R</td> </tr> </table>	<b>Unfunded Line Item:</b> Check this box if this line item will be unfunded at this time and to zero out the committed value of the item.	O	<b>GFP:</b> Check this box if the item is Government Furnished Property and to zero out the committed value of this item.	O	<b>Option Line Item:</b> Check this box if this is an option line item and to zero out the committed value of the item.	O	<b>Anticipated Exercise Date:</b> 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 <b>Days After Award</b> you expect to exercise this option.	R/O	<b>CLIN Estimated Amount:</b> Enter the estimated total value for this contract line item.	R	<p>Use the <b>Unfunded Line Item</b> box when it is an unfunded request.</p> <p>If checked, <b>Unfunded Line Item</b> 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.</p> <p>The <b>CLIN Estimated Amount</b> can be higher than the amount entered on the <b>Items / General</b> screen.</p> <p>USAID is not currently using these fields:</p> <ul style="list-style-type: none"> <li>• <b>FOB</b></li> <li>• <b>Origin City/State</b></li> </ul>
<b>Unfunded Line Item:</b> Check this box if this line item will be unfunded at this time and to zero out the committed value of the item.	O												
<b>GFP:</b> Check this box if the item is Government Furnished Property and to zero out the committed value of this item.	O												
<b>Option Line Item:</b> Check this box if this is an option line item and to zero out the committed value of the item.	O												
<b>Anticipated Exercise Date:</b> 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 <b>Days After Award</b> you expect to exercise this option.	R/O												
<b>CLIN Estimated Amount:</b> Enter the estimated total value for this contract line item.	R												



**Figure 18: Items / Ship To / Acct Screen**

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

**Requisition Information**  
 Requisition Number: REQ-OAA-09-000052    Description: Education Improvement Services  
 Version: BASE  
 Item Number: 0001    Amount: \$1,500,000.00

**Delivery Location / Accounting Detail**  
**Ship To**  
 Ship To: WASHINGTON SHIP-TO    Edit ...    Mark For:    Edit ...  
 Amount: 1500000.00  
 Delivery Date:    OR    Days After: Award    30

**Accounting**    Add

Submit    Cancel

**Figure 19: Delivery Location / Accounting Detail Screen**

Steps	Section	User Action	Guidance								
26.	Delivery Location / Accounting Detail	Complete the following Required (R) and/or Optional (O) fields: <table border="1" style="margin-top: 10px;"> <tr> <td><b>Ship To:</b> The Ship To address will default from the header-level if entered earlier or from your Preferences.</td> <td>R</td> </tr> <tr> <td><b>Mark For:</b> The Mark For address will default from the header-level if entered earlier or from your Preferences.</td> <td>O</td> </tr> <tr> <td><b>Amount:</b> If the Amount was populated on the <b>Items / General</b> screen, the system will auto-fill this field.</td> <td>R</td> </tr> <tr> <td><b>Delivery Date or Days After:</b> One of these dates (the start date of services) is required.</td> <td>R</td> </tr> </table>	<b>Ship To:</b> The Ship To address will default from the header-level if entered earlier or from your Preferences.	R	<b>Mark For:</b> The Mark For address will default from the header-level if entered earlier or from your Preferences.	O	<b>Amount:</b> If the Amount was populated on the <b>Items / General</b> screen, the system will auto-fill this field.	R	<b>Delivery Date or Days After:</b> One of these dates (the start date of services) is required.	R	Each <b>Ship To</b> address can have multiple funding lines.
<b>Ship To:</b> The Ship To address will default from the header-level if entered earlier or from your Preferences.	R										
<b>Mark For:</b> The Mark For address will default from the header-level if entered earlier or from your Preferences.	O										
<b>Amount:</b> If the Amount was populated on the <b>Items / General</b> screen, the system will auto-fill this field.	R										
<b>Delivery Date or Days After:</b> One of these dates (the start date of services) is required.	R										
27.	Delivery Location / Accounting Detail	Click the <b>Add</b> button next to <b>Accounting</b> .									

The screenshot shows the 'Accounting Information Detail' screen with the following fields and values:

- Accounting Code: [Empty]
- Select Accounting Code: Alias... A/C Combo...
- Accounting Template: OE Funds
- Start BFY: 2009
- End BFY: [Empty]
- Fund: OE
- Operating Unit (OP): AALPA
- Program Area: [Empty]
- Distribution Code: [Empty]
- Program Element: [Empty]
- Program Sub-Element: [Empty]
- Team/Division: LPA/PIPOS
- Benefiting Geo Area: 000
- Operating Unit Def: [Empty]
- Sub-Object Code SOC: 2400300
- Program Target: [Empty]

**Figure 20: Accounting Information Detail Screen**

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

Benefiting Geo Area  ...

Operating Unit Def.  ...

Sub-Object Code SOC  ...

Program Target  ...

Percent:

Amount:

Committed Amount:  Unobligated:

Subject to Availability of Funds:

Project Number:

Payment Office:  Edit ...

Calculate Submit Cancel

**Figure 21: Accounting Information Detail Screen**

Steps	Section	User Action	Guidance								
29.	Accounting Information Detail	<p>Complete the following Required (R) and/or Optional (O) fields:</p> <table border="1"> <tr> <td><b>Percent:</b> Defaults to 100, but will automatically change if you are splitting the funding lines.</td> <td>R</td> </tr> <tr> <td><b>Amount:</b> 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><b>Subject to Availability of Funds:</b> 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><b>Payment Office:</b> Enter in the payment office.</td> <td>R</td> </tr> </table>	<b>Percent:</b> Defaults to 100, but will automatically change if you are splitting the funding lines.	R	<b>Amount:</b> The Amount field will auto-fill from the Ship To value, but can be changed if you are splitting the funding lines.	R	<b>Subject to Availability of Funds:</b> 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.	O	<b>Payment Office:</b> Enter in the payment office.	R	The <b>Amount</b> field will auto-fill from the <b>Ship To Amount</b> , but can be changed if you are splitting the funding lines.
<b>Percent:</b> Defaults to 100, but will automatically change if you are splitting the funding lines.	R										
<b>Amount:</b> The Amount field will auto-fill from the Ship To value, but can be changed if you are splitting the funding lines.	R										
<b>Subject to Availability of Funds:</b> 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.	O										
<b>Payment Office:</b> Enter in the payment office.	R										
30.	Accounting Information Detail	Click the <b>Submit</b> button.	Repeat <b>Steps 27-30</b> if you plan to fund this line item with multiple sources.								

Click Submit to save your data.

**Requisition Information**  
 Requisition Number: REQ-OAA-09-000052 Description: Education Improvement Services  
 Version: BASE  
 Item Number 0001 Amount: \$1,500,000.00

**Delivery Location / Accounting Detail**  
 Ship To - 1  
 Ship To: WASHINGTON SHIP-TO Edit ... Mark For: [ ] Edit ...  
 Amount: \$1,500,000.00  
 Delivery Date: [ ] OR Days After: Award [v] 30

**Accounting** Add Edit Delete

Account ID	Accounting Code	Accounting Template	Start BFY	End BFY	Fund	Operating Unit (OP)	Program Area	Distribution Code	Program Element	Program Sub-Element	Team/Division
1.	(None)	OE Funds	2009	(None)	OE	AA/LPA	(None)	(None)	(None)	(None)	LPA/PIPOS

Submit Cancel

**Figure 22: Delivery Location / Accounting Detail Screen**

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

First Previous Next Last Add Copy Delete ?

**Requisition**

General  
 Additional Info  
 Ship To / Acct  
 Text  
 Summary  
 Validations  
 Return

**Item Information**  
 Requisition Number: REQ-OAA-09-000052 Item Number 0001 of 1  
 Item Number: [ ] Sub Item Number: [ ] Go To

Add Edit Delete

**Ship To / Accounting**

Select	Ship To ID	Ship To	Mark For	Quantity	Amount	Deliver By
▶	1	WASHINGTON SHIP-TO			\$1,500,000.00	30 Days After Award

**Figure 23: Items / Ship To / Acct Screen**

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

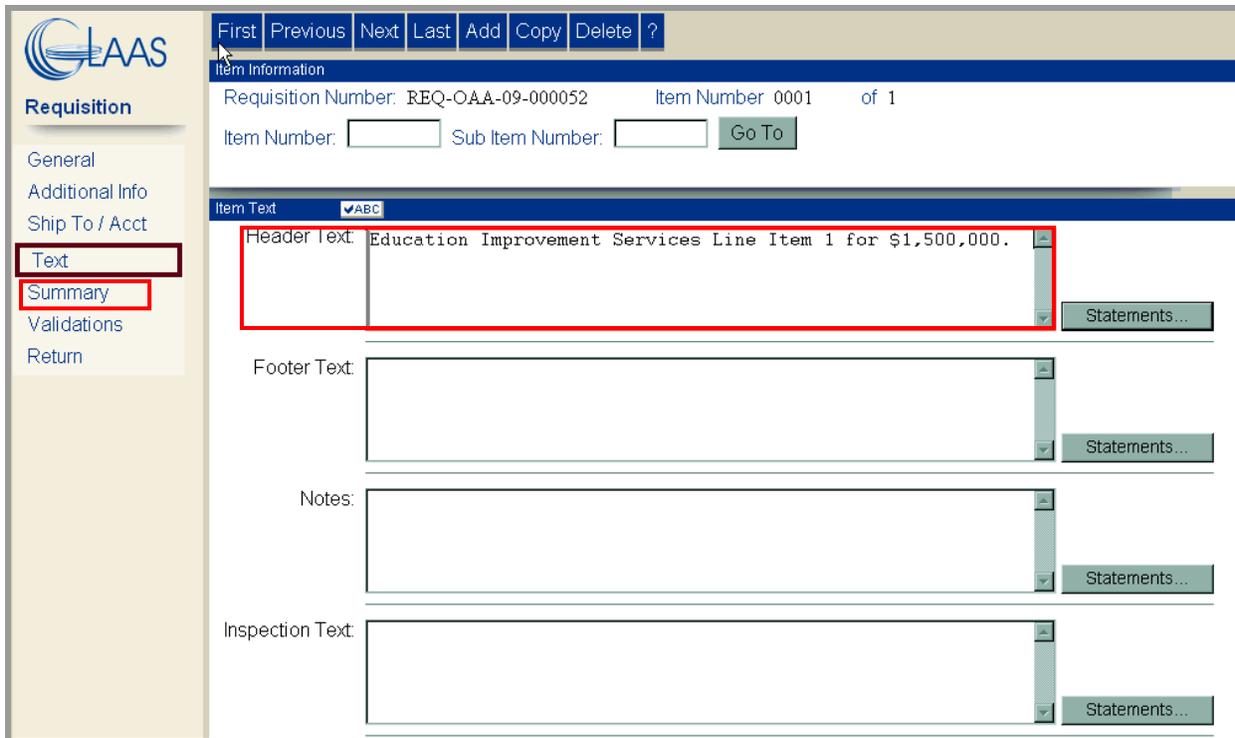


Figure 24: Items / Text Screen

Steps	Section	User Action	Guidance						
33.	Items / Text	<p>Complete the following Required (R) and/or Optional (O) fields:</p> <table border="1"> <tr> <td><b>Header Text:</b> Will print out once above the current item in Section 9B on the Requisition.</td> <td style="text-align: center;">O</td> </tr> <tr> <td><b>Footer Text:</b> Will print out once below the current item in Section 9B on the Requisition.</td> <td style="text-align: center;">O</td> </tr> <tr> <td><b>Notes:</b> Will not print on the Requisition.</td> <td style="text-align: center;">O</td> </tr> </table>	<b>Header Text:</b> Will print out once above the current item in Section 9B on the Requisition.	O	<b>Footer Text:</b> Will print out once below the current item in Section 9B on the Requisition.	O	<b>Notes:</b> Will not print on the Requisition.	O	<p>Use the <b>Items / Text</b> screen to enter text that only applies to this particular line item.</p> <p>You can cut and paste text from other documents into the GLAAS text fields.</p> <p>You can also use the <b>Statements</b> button to insert standard language that can then be edited as needed.</p> <p>Each text field will hold up to seven typed pages.</p> <p>Both the <b>Header</b> and the <b>Footer Text</b> will carry forward to the Solicitation, Funding Opportunity or the Award.</p> <p>USAID is not currently using the <b>Inspection Text</b> field.</p>
<b>Header Text:</b> Will print out once above the current item in Section 9B on the Requisition.	O								
<b>Footer Text:</b> Will print out once below the current item in Section 9B on the Requisition.	O								
<b>Notes:</b> Will not print on the Requisition.	O								
34.	Items / Text	Click the <b>Summary</b> link on the left-hand menu.							

**LAAS**

**Requisition**

General  
Additional Info  
Ship To / Acct  
Text  
**Summary**  
**Validations**  
Return

First Previous Next Last Add Copy Delete ?

**Item Information**  
Requisition Number: REQ-OAA-09-000052 Item Number 0001 of 1  
Item Number:  Sub Item Number:

**Item Summary**

**General**   
Item Number: 1  
Sub Item Number:  
Sequence for Sub Number:  
User Product Code: (None)  
Description:   
Calculate By Percentage: No  
Qualifier: By Dollars  
Unit of Issue:  
Quantity:  
Unit Price:  
Amount: 1500000.00

**Additional Information**   
Accountable Property: No  
Product / Service Code: R408- PROGRAM MANAGEMENT/SUPPORT SERVICES

**Figure 25: Items / Summary Screen**

Steps	Section	User Action	Guidance
35.	Items / Summary	Review the information on this screen for accuracy.	At the <b>Summary</b> 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 <b>Edit</b> buttons ( <input type="button" value="Edit"/> ) to make any changes.
36.	Items / Summary	Click the <b>Validations</b> 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 <b>Validations</b> link again to re-validate the Requisition.	<p>The <b>Validations</b> screen appears with a list of <b>Error Messages</b> and/or a list of <b>Warning Messages</b>.</p> <p><b>Error Messages</b> must be corrected to continue.</p> <p><b>Warning Messages</b> should be corrected before continuing, but the system will not require it.</p> <p>If you did not fill in the Phoenix funding information in the <b>Accounting Information</b> section, you will receive error messages about these missing values.</p>
38.	Items / Validations	Click the <b>Return</b> link on the left-hand menu.	

The screenshot shows the LAAS Requisition Items screen. At the top, there is a toolbar with buttons: Add, Edit, Delete, Copy, Renumber, Change Status, Import, and a help icon. Below the toolbar is the 'Requisition Information' section, which includes: Requisition Number: REQ-OAA-09-000052, Status: In Progress, Number of Items: 1, Version: BASE, Stage: Requisition, Total Amount: \$1,500,000.00, and Net View: Off, Commitment: \$1,500,000.00.

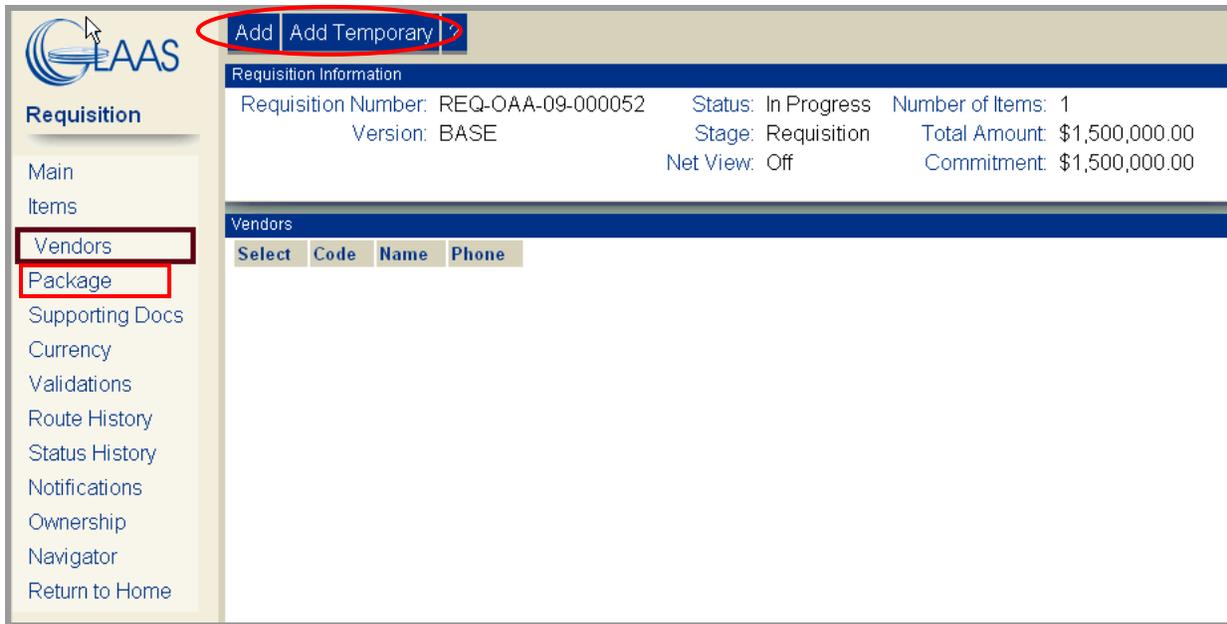
The left-hand navigation menu includes: Main, **Items**, **Vendors**, Package, Supporting Docs, Currency, Validations, Route History, Status History, Notifications, Ownership, Navigator, and Return to Home.

The main content area is titled 'Items' and contains a table with the following data:

Item	Description	Option Item	Status	Quantity	Amount	Version	Action
0001	Education Improvement Services		Item Active		\$1,500,000.00	BASE	Add
Total Items: 1							

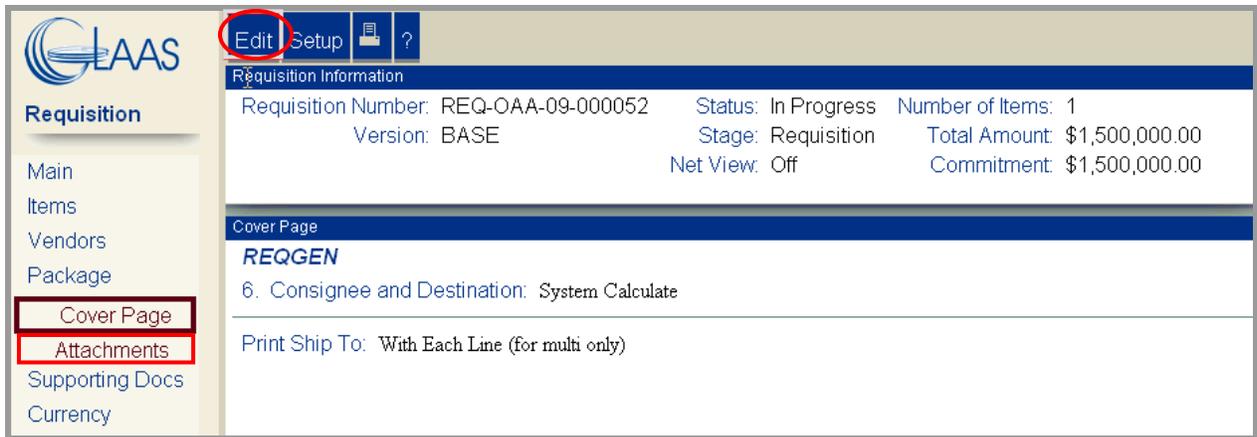
**Figure 27: Items Screen**

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



**Figure 28: Vendors Screen**

Steps	Section	User Action	Guidance
41.	Vendors	<p>To add a <b>Permanent Vendor</b> to a Requisition:</p> <ul style="list-style-type: none"> <li>Click the <b>Add</b> toolbar button.</li> <li>Search for a vendor (not shown).</li> <li>Click a vendor code to select it (not shown).</li> </ul> <p>To add a <b>Temporary Vendor</b> to a Requisition:</p> <ul style="list-style-type: none"> <li>Click the <b>Add Temporary</b> toolbar button.</li> <li>Enter the vendor's name and address information (not shown).</li> <li>Click the <b>Submit</b> button to add the Temporary Vendor (not shown).</li> <li>Repeat if you want to choose more than one vendor.</li> </ul>	<p>Vendors are not required on Requisition documents.</p> <p><b>Permanent Vendors</b> are copied hourly from the Phoenix accounting system, and can be used on all GLAAS transactions.</p> <p><b>Temporary Vendors</b> 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.</p> <p>Do not enter Vendors for competitive acquisitions. You can enter Vendors for sole-sourced acquisitions.</p>
42.	Vendors	Click the <b>Package</b> link on the left-hand menu.	



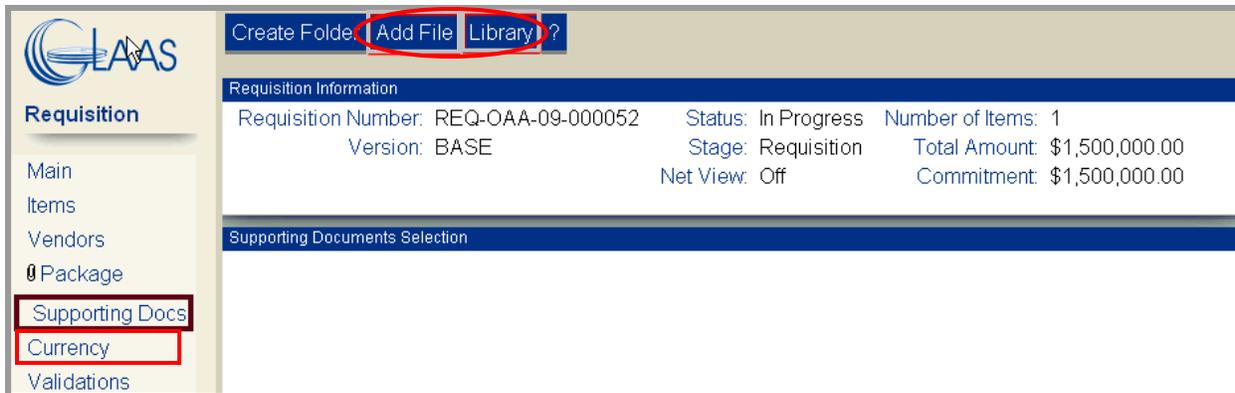
**Figure 29: Package / Cover Page Screen**

Steps	Section	User Action	Guidance
43.	Package / Cover Page	Click the <b>Edit</b> toolbar button to make changes to the standard GLAAS cover page (not shown).	<p>All Requisitions use the same standard cover page.</p> <p>The cover page contains a <b>Consignee and Destination</b> address (calculated from the fields in the Requisition), and will print a ship to address on each line.</p> <p>Refer to the <i>Filling Out a Form</i> user guide for more information on how to work with cover pages in GLAAS.</p> <p>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.</p>
44.	Package / Cover Page	Click the <b>Attachments</b> link on the left-hand menu.	



**Figure 30: Package / Attachments Screen**

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



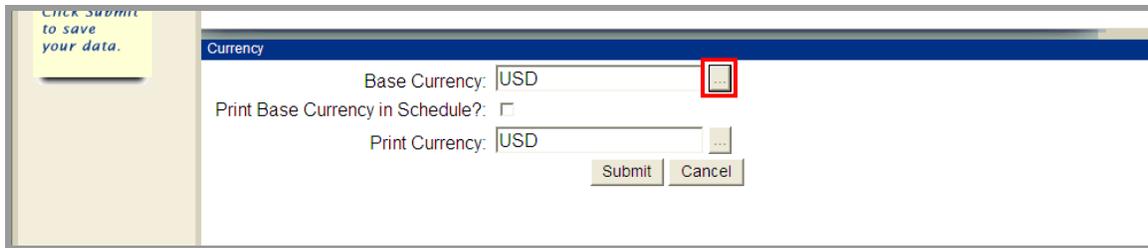
**Figure 31: Supporting Docs Screen**

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

The screenshot shows the LAAS interface. On the left is a navigation menu with 'Currency' selected. The main content area has a toolbar with 'Set Currency', 'Add', and '?' buttons. Below the toolbar is the 'Requisition Information' section with details for REQ-527-09-000110. The 'Currency' section shows 'Base Currency: USD-US Dollars' and 'Print Currency: USD-US Dollars'. The 'Exchange Rates' section contains an empty table with columns: Select, Code, Name, Exchange Rate, and Print in Schedule.

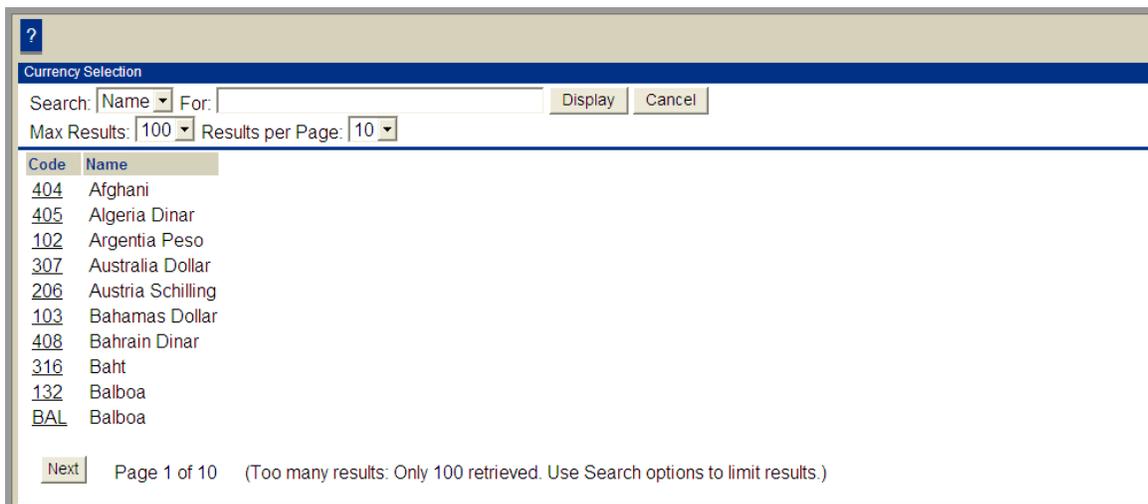
**Figure 32: Currency Screen**

Steps	Section	User Action	Guidance
49.	Currency	Click the <b>Set Currency</b> toolbar button.	



**Figure 33: Currency Screen**

Steps	Section	User Action	Guidance
50.	Currency	Click the <b>Base Currency</b> lookup button (  ) to change the Base Currency.	The <b>Base Currency</b> 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 <b>Base Currency</b> for the Requisition.	
52.	Currency	Click the <b>Print Currency</b> lookup button to change the Print Currency (not shown).	The <b>Print Currency</b> is the currency in which the Requisition is printed.
53.	Currency	Click the <b>Submit</b> button (not shown).	

**Figure 35: Currency Screen**

Steps	Section	User Action	Guidance
54.	Currency	<p>If your <b>Base Currency</b> is not US Dollars (USD), click the <b>Add</b> toolbar button.</p> <p style="text-align: center;">OR</p> <p>If your <b>Base Currency</b> is US Dollars, go to <b>Step 59</b></p>	<p>If the <b>Base Currency</b> of the Requisition is not US Dollars, you must set an <b>Exchange Rate</b> between the base currency and US Dollars (USD).</p>

Net view: On      Commitment: EGP0.00

**Document Exchange Rate**

Base Currency: EGP - Egypt Pound

Target Currency:

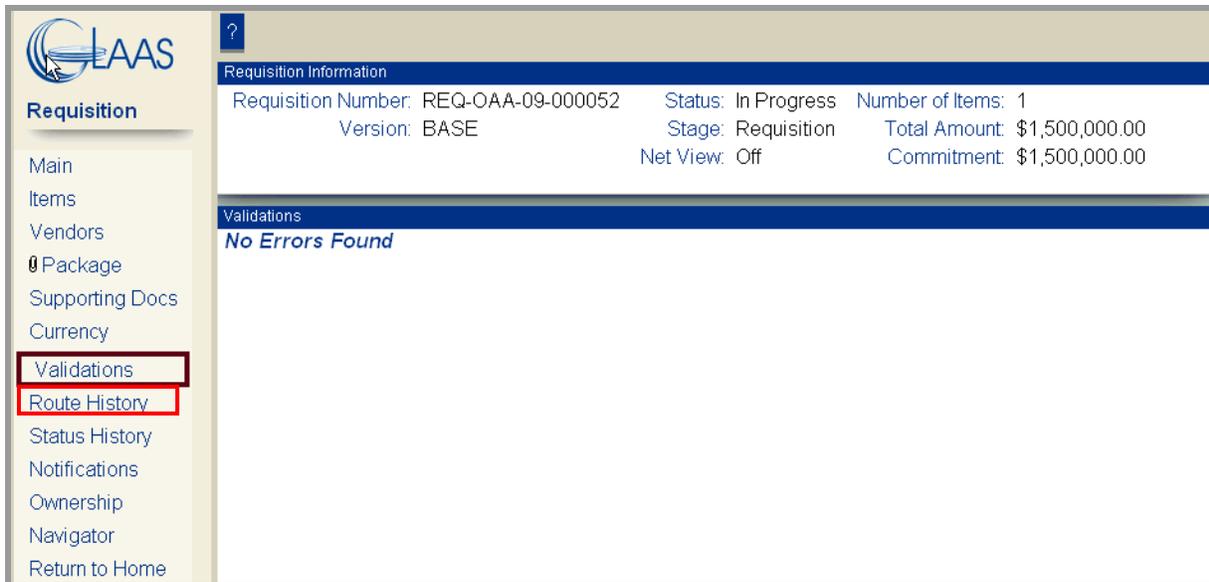
Exchange Rate:

Print in Schedule:

*Click Submit to save your data.*

**Figure 36: Document Exchange Rate Screen**

Steps	Section	User Action	Guidance
55.	Document Exchange Rate	Click the <b>Target Currency</b> lookup button ( <input type="text"/> ).	
56.	Document Exchange Rate	Search for and select “USD” (not shown).	You must set the <b>Target Currency</b> to “USD” if your <b>Base Currency</b> is not also “USD.”
57.	Document Exchange Rate	Edit the <b>Exchange Rate</b> 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 <b>Submit</b> button.	
59.	Currency	Click the <b>Validations</b> 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 <b>Validations</b> link again to re-validate the Requisition.	<p>The <b>Validations</b> screen appears with a list of <b>Error Messages</b> and/or a list of <b>Warning Messages</b>.</p> <p><b>Error Messages</b> must be corrected to continue.</p> <p><b>Warning Messages</b> should be corrected before continuing, but the system will not require it.</p> <p>If you did not fill in the Phoenix funding information in the <b>Accounting Information</b> sections you will receive error messages about these missing values.</p> <p>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 <b>No</b> button (not shown.)</p>
61.	Validations	Click the <b>Route History</b> link on the left-hand menu.	



**Figure 38: Route History Screen**

Steps	Section	User Action	Guidance
62.	Route History	Click the <b>Route</b> toolbar button to begin the routing process (not shown).	<p>The <b>Route</b> toolbar button allows the user to forward documents to other GLAAS users for review and approval.</p> <p>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.”</p> <p>You can create routing list templates in <b>My Profile</b>.</p> <p>Refer to the <i>Routing a Document</i> user guide for additional information.</p>
63.	Route History	Click the <b>Return to Home</b> link on the left-hand menu.	