

# Requisitions and the Integrated Acquisition System (IAS)



*Angelia Fleming Loggie  
REE IAS Agency Lead  
February 2011*

# Objectives

- What is a requisition and why is it important
- What information is needed on a requisition
- What are the roles in IAS
- How to get access to IAS
- How to create Line Items on a requisition
- Develop Delivery Information
- Funding Information (IQ-COMMIT/IQ-NOCOMMIT)
- Selecting a Budget Approver
- Adding attachments to the requisition
- Updating/changing/cancelling requisitions
- Procurement Cutoff Dates for APD
- Where to get help



# What is a Requisition?

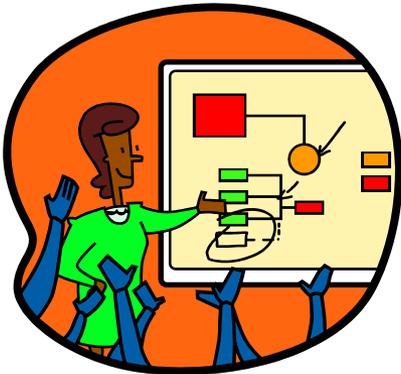
A requisition, sometimes called a purchase request (PR), is a combination of the information entered in IAS, and any documentation you need to send to the contracting office so they can buy the goods or services your office needs. The information you provide is the foundation the contracting office uses to build and award the procurement. Without this information, the contracting office cannot begin to process your purchase request.



# Why is a Requisition Important?

The requisition tells the contracting office what you need. For procurements awarded in IAS, it commits the funds solely for that requirement. The funds cannot be used for anything else unless the requisition is cancelled (Commitment Accounting).

In addition, all the information entered in the IAS requisition migrates to the contract module of IAS to be incorporated on the procurement document. The more accurate the information on the requisition, the better the procurement that is ultimately awarded.



Requisitioners will also use the information on the requisition to later process receipts in IAS. Purchase Card buys will not be receipted in IAS.

# What does a requisition contain?

- A description of the requirement (what is needed)
- Unit of measure (quantity, unit, unit price, and total)
- Delivery date and location (when and where)
- Funding information (accounting code(s))
- Required authorizations (Budget Approver approval)
- Technical point of contact information  
(who does the contracting office contact if they have questions)



# What else can be included with a requisition?

- Specifications
- Statement of Work (SOW)
- Recommended Source List
- Market Research
- Acquisition Plan
- Other documentation (i.e., sole source justifications, Acquisition Approval Requests (AAR/IT Waivers), etc.) the contracting office needs to process your requisition.



These documents should be attached to the requisition (to create a PR package), and forwarded to the contracting office through IAS. The more complete the PR package the faster the contracting office can process your requisition!

# IAS Roles and Responsibilities

- **Requisitioner/Receiver** – Enters purchase request in IAS. Later enters the receipt for the goods and services once they are received by the Agency. Cannot commit funds in IAS.
- **Budget Approver** – Reviews requisitions entered in IAS to ensure the information is accurate, paying special attention to accounting code(s). Ensures the funds are available and commits the funds to the requisition. Cancels (decommits) approved requisitions, if no longer needed.



# IAS Roles and Responsibilities

- **Buyer/Contracting Officer** – Responsible for buying the required goods and services. Ensures the proper procurement procedures are followed and obligates funds on the procurement.
- **Commitment/Receipt Document Resolution Manager (DRM)** – Archives error messages regarding requisitions and receipts. Can also override receipt error messages. Only certain Budget Approvers are assigned this responsibility.
- **Central Receiver** – Processes receipts in IAS when the original requisitioner is not available. Only certain Requisitioner/Receivers are assigned this responsibility.



# Get Access to IAS

- Fill out an AD-1143 Corporate Systems Access Request form (in E-Forms).
- Provide requested information in Blocks 1 through 15, 28, 30, and 31.
- For Requisitioners include the names of the Default Budget Approver and Buyer in Block 36 – Special Instructions.
- User and User's Manager signs and dates AD-1143
- Send AD-1143 to Angelia Fleming Loggie, REE IAS Agency Lead (e-mail or fax).



# Access for New Users Takes Time

- Once the REE IAS Agency Lead receives the AD-1143, verification of the user's e-authentication is requested from the Agency's IT Security Officer.
- It can take up to 8 weeks to get verification of the user's e-authentication.
- New users cannot be added to IAS until the IT Security Officer provides verification of the user's e-authentication.



# Entering Requisitions in IAS

- Log in to the USDA IAS Web site (<https://ias.usda.gov/>)
- Click on the “**Requisition Module**” link
- Click on the [**Accept**] button to continue past the USDA Security Agreement
- Enter your username and password
- Click on the [**Log On**] button



# Create a Line Item

- Click on the **Non-Catalog Request**
- The Non-Catalog Request Screen will pop up next
- Select the appropriate **Item Type**
  - “Goods Billed by Quantity” – default  
Purchases that are physically counted (i.e., Property)
  - “Goods or Services Billed as an Amount”  
Goods or services that do not reflect a quantity but a specific dollar value (i.e., Services)
- How you enter the line item will affect how you will receipt in IAS.
- Enter **Item Description**
  - Include an accurate and complete description



# “Billed by Quantity”

- Enter **Unit of Measure (UOM)**
  - Default UOM is “Each”
  - To change the UOM measure, or use the flashlight to search for different types of UOM
  - Whenever possible use one (1) US Dollar as the UOM on requisitions.
- Enter **Unit Price**
  - Do not include the dollar sign
- Enter **Quantity**
  - Enter the number of items needed
- Leave **Currency** at US Dollars (USD)
- When receipting for items billed by quantity, receipt for the unit of items received – not the total dollar amount.

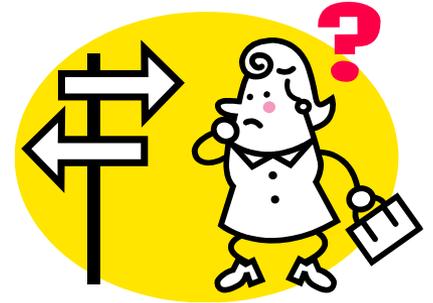


# “Billed by Amount”

- When you enter line items to be “billed by amount,” IAS automatically sets the UOM as one (1) US Dollar.
- Enter **Item Description**
- Enter **Amount**
- Using US Dollars as the UOM eliminates confusion when it’s time to receipt for the goods and services.



# Category Code



- Enter or Search for **Category** (a.k.a. Product Service Code (PSC))
  - This field is a generalized description of the largest (by price) product or service on the requisition. This code is used by the Contracting Officer (CO) to report what the Agency buys in the Federal Procurement Data System.
  - Click on the flashlight to search for the correct code.
  - You can also use the PSC Manual to look up the code at:  
[http://www.fpdsng.com/downloads/service\\_product\\_codes.pdf](http://www.fpdsng.com/downloads/service_product_codes.pdf)

# Recommended Sources

If you know a recommended source, you can add the company's information by attaching a list to the requisition. Do not add a recommended source in these fields (more about attachments later).



# Calculate a Delivery Date

- Enter the **Need-By Date**

- Dates migrate from requisition to contract.
- For Goods - enter the date you need the goods delivered.
- For Services - enter the estimated date the services will be completed (not the start date).
- Remember to factor in time for the contracting office to process the PR. This is known as Procurement Administrative Lead Time (PALT). Go to <http://www.afm.ars.usda.gov/acquisitions/cutoff.htm> for more information on PALT.



# Deliver To – Location

- Change the Deliver To-Location using the Flashlight to search for the correct office code.
- All USDA Agency locations are listed. However, not all physical addresses for your Agency may be in IAS.
- If you cannot find your office code, or it is incorrect, please contact Angelia Fleming Loggie, REE IAS Agency Lead.



# Enter Funding Information

- Select “IQ-COMMIT” (default) if funds are available to be committed to this requisition.
- Select “IQ-NOCOMMIT” if funds are subject to availability (i.e., next year’s funds) or it is for an indefinite delivery contract where the funds will be committed on the Delivery Orders under the contract, not the contract itself.
- You cannot use prior year funds on a requisition!



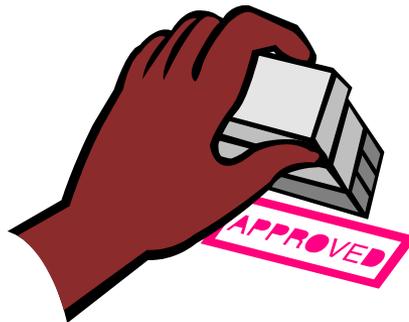
# Enter Charge Account

- All fields on the charge account contain “Z’s” except for:
  - **Application ID** (AR00 = ARS, NI00 = NIFA, ER00 = ERS, NS00 = NASS)
  - **Program Code** This is where you enter the FMMI account shorthand code preceded by a 1-digit Fiscal Year designation
  - **Budget Object Code (BOC)** Enter the correct 4-digit BOC
- You can add multiple charge accounts to a line item, but beware!
  - For recurring payments you must receipt both charge accounts at the same time for each receipt.
  - Do not draw down one account, then the other. Equally distribute the receipt against all charge accounts on a line item. If split is 40/60, each invoice must be receipted in IAS against both charge accounts 40/60.



# Selecting a Budget Approver

- All Requisitioners have a default Budget Approver set up in IAS.
- If the default Budget Approver needs to be changed, the Requisitioner can overwrite the default by clicking on **Change First Approver**. Use the flashlight to search for another Budget Approver.
- If you want to add another approver into the approval chain, click the **Add Another Approver**. This will add another level of review to the requisition before the requisition goes to the Default/First Approver. They can be either a Requisitioner or a Budget Approver.
- The last Approver must always be a Budget Approver!



# Last Step

## Add Attachment(s) and Submit

- This is where you add any files or documents you want to send to the contracting office with the requisition (i.e., sole source justifications, quotes, recommended sources, AAR/IT Waivers, etc.) to complete your purchase request package.

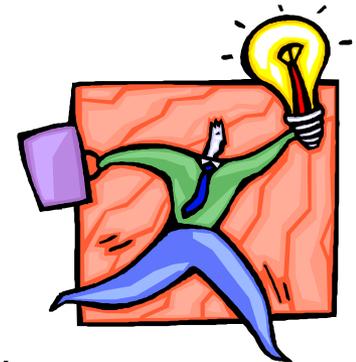


You are now ready to **Submit** the requisition to the Budget Approver.



# Handy Tips

- Use the flashlight to search the drop-down lists (“%” is the wildcard search value).
- Include a separate line item for shipping if shipping charges will be added as a separate cost (Use category code “9999”).
- Create the requisition using the same UOM that will be used to receipt. How you enter your line item will affect how you receipt for the goods and services (in IAS) later.
- Use US Dollars as the UOM wherever possible.
- Use as few lines as possible.
- When creating a requisition to modify an existing contract (i.e., exercise options, extend period of performance) include the contract number in the description.
- Purchase Card buys are not receipted in IAS.



# Forgot to attach a document

- The contracting office requires all documents to be attached to the requisition at time of submission. However, if you forget to include documentation on the requisition in IAS to send to the contracting office, just send the documents to the contracting office and reference the requisition number the documentation belongs to.
- Please keep in mind that if multiple documents are not attached, or if omissions are frequent, the contracting office may return your requisition for correction.



# Correcting a Requisition

- If you make a mistake on a requisition (i.e., you miscalculate a line item), you can correct the requisition.
  - The Budget Approvers can also correct a requisition prior to approving.
  - Once awarded, the requisitioner can only correct a requisition to increase funding.



# Cancelling a Requisition

- A Requisitioner can cancel a requisition only if it has not been approved by the Budget Approver.
- Once the requisition is approved, only a Budget Approver can cancel the requisition.
- Cancelling an approved requisition will decommit the funds.



# Rejected Requisitions

- If a requisition is rejected by FMMI, it will send the requisition back to the Requisitioner for correction. Both the Requisitioner and the Budget Approver should receive an e-mail message that the requisition was rejected, and provide error codes.
- Do not ignore error messages and e-mails from IAS! Ignoring error messages will delay the requisition from reaching the contracting office.
- FMMI does not allow DRM's to override requisition errors. All requisitions must be corrected by the Requisitioner and resubmitted.



# Archiving Error Messages

- Once corrected, the Requisitioner must contact their DRM to archive the error message in IAS.
  - If you do not know your DRM, contact the REE IAS Helpdesk or Angelia Fleming Loggie, the REE Agency Lead, for the name of your DRM.
  - Error messages that are not archived will show up on weekly error reports.
- 
- ERS – Roy Wells
  - NASS – Wendy Bugtai & Barbara Nelson
  - NIFA – Tamara Booze
  - BA – Jennifer Courchaine
  - AFM – Kim Holland



# Proxy

- Requisitioners can only proxy the receipting to another Requisitioner.
- A Requisitioner cannot correct, nor change, another Requisitioner's requisition.
  - In the event that a Requisitioner leaves, or becomes inactive, before their requisition is used to award a procurement, it is best to cancel the requisition and have another Requisitioner re-enter it in IAS.
  - Otherwise, only a Central Receiver will be able to receipt for the goods and services in IAS.



# Procurement Cutoff Dates

- APD's procurement cutoff dates are established dates to allow adequate time to properly accomplish planned procurements.
- These deadlines are intended to identify when a requisition must be received by the contracting office to ensure it is awarded prior to the end of the fiscal year.
- This doesn't mean that requisitions will not be accepted after the cutoff date. However, there is no guarantee that requisitions received after the cutoff date will be awarded by the end of the fiscal year – especially for requisitions received close to the end of the fiscal year.
- Go to <http://www.afm.ars.usda.gov/acquisitions/cutoff.htm> for more information and the actual cutoff dates.



# Contracting Questions?

If you have any questions regarding the contracting process as a result of this training, please e-mail your questions to Angelia Fleming Loggie, REE IAS Agency Lead. The Acquisition Property Division (APD) will personally respond to your questions and also post the questions and answers on the REE-IAS Web site (<http://www.afm.ars.usda.gov/initiatives/IAS/>) under 'Training.'



# Need Help?

If you have any problems creating or changing a requisition in IAS

- Please contact the REE IAS Helpdesk (Tuesday through Thursday) on 301-504-4383 or via e-mail at [REE-IAS-HELP@ars.usda.gov](mailto:REE-IAS-HELP@ars.usda.gov).
- Or contact the USDA IAS Helpdesk (Monday through Friday) on 888-427-1631 or via e-mail at [ias-helpdesk@ars.usda.gov](mailto:ias-helpdesk@ars.usda.gov).
- If you need help registering in IAS, or have any other IAS questions, contact Angelia Fleming Loggie, REE IAS Agency Lead, on 301-504-1730, or via e-mail at [angelia.flemingloggie@ars.usda.gov](mailto:angelia.flemingloggie@ars.usda.gov).
- If you have any questions about your purchase request package, requirements, existing contracts, invoices, etc., please contact your contracting office.



# Pop Quiz!

- What is a requisition?
- What types of documents should you include with the requisition?
- What form do you use to request access to IAS?
- How many line items should you have on your requisition?
- What is the preferred unit of measure on a requisition?
- What is the “Category” Field?
- What is the “Need-By Date” for services?
- When do you use “IQ-NOCOMMIT”?
- What is the Application ID in the Charge account?
- Which button do you use to replace the default Budget Approver?
- Can you change a requisition that has been used to award a procurement?

