Procure to Pay (P2P)

Create a Government Purchase Card (GPC) Purchase Request

R12 Work Instruction

Document Control

Change Record

Date	Author	Version	Change Reference
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Reviewers

Date	Name	Position

Distribution

Copy No.	Name	Location
1	Create a GPC Purchase Request	DEPS

Note To Holders:

If you receive an <u>electronic copy</u> of this document and print it out, please write your name on the equivalent of the cover page, for document control purposes.

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Business Process Description

The Department of Defense (DoD) uses a Government Purchase Card (GPC) Purchase Request (PR) to acquire goods from Defense Agencies (or Departments), other Federal Agencies, and Commercial Vendors. In the GPC process, the requesting Agency will create a PR and commit funds upon final approval within DAI. Once approved and signed by the Funds Certifier, an electronic order (e-Order) is automatically created in U.S. Bank through the AXOL interface. Once the statement has been certified by the Billing Official in US Bank at the end of each billing cycle, the obligation will be automatically created in DAI through the AXOL interface.

> Throughout this document, you see fields that can be populated via a List of Values (LOV); either by clicking on the flashlight icon, a drop-down arrow, or the calendar icon. Whenever a required (or optional) data field has an LOV associated with it, you should use it, rather than attempting to manually type in the information – regardless of how short the input or response.

Trigger
> ➢ Perform this procedure when you want to procure goods using the Government Purchase Card.

Prerequisites
> ➢ Valid project and task data must exist in DAI.
> ➢ User must be assigned as a Key Member to one or more projects.

Responsibility
> ➢ iProcurement Requisitions DoDEA

Menu Path
Use the following menu path(s) to begin this task:
> ➢ iProcurement Requisitions DoDEA ➔ iProcurement Home Page ➔ GPC PR

Create a Government Purchase Card (GPC) Purchase Request (PR)

1.	Start the task using the following Responsibility and menu path to open iProcurement: ➤ **Responsibility**: iProcurement Requisitions DoDEA ➤ **Menu:** iProcurement Requisitions DoDEA ➜ iProcurement Home Page

The **Navigator** screen may vary for each user; it is based on the responsibilities granted to the user.

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2.	Click the **GPC PR** link.

3.	**Item Description** – Enter an item description in the free form field.
4.	**Category –** Accept default value of Government Purchase Card.
5.	**Contract Type** – Accept default value of FFP (Firm Fixed Price).
6.	**Quantity –** Enter the total dollar amount of the items being purchased to include the shipping costs. GPC requisitions will only contain one line item.
7.	**Unit of Measure –** Enter the appropriate **Unit of Measure** or click the magnifying glass icon to search and select from the List of Values (LOV).
8.	**Unit Price** – Enter 1 in the **Unit Price** field.
9.	**Card Holder and 12 Digit Card ID –** Select the appropriate Cardholder from the drop-down list.
10.	**Enter Merchant name if known –** Enter the merchant name providing the goods being purchased.
11.	**PSC/FSC (Product Service Code/Federal Supply Code) –** Enter the appropriate **PSC/FSC** or click the magnifying glass icon to search for and select one from the List of Values (LOV).

12.	Click the **Add to Cart** button to place the item in the shopping cart.
	a. Repeat the previous steps starting with the **Item Description** selection to place additional items in your shopping cart. Optionally, you can modify the existing fields and click the **Add to Cart** button to add additional items to your shopping cart.
	b. Click the **View Cart and Checkout** button once your shopping cart contains the appropriate items.
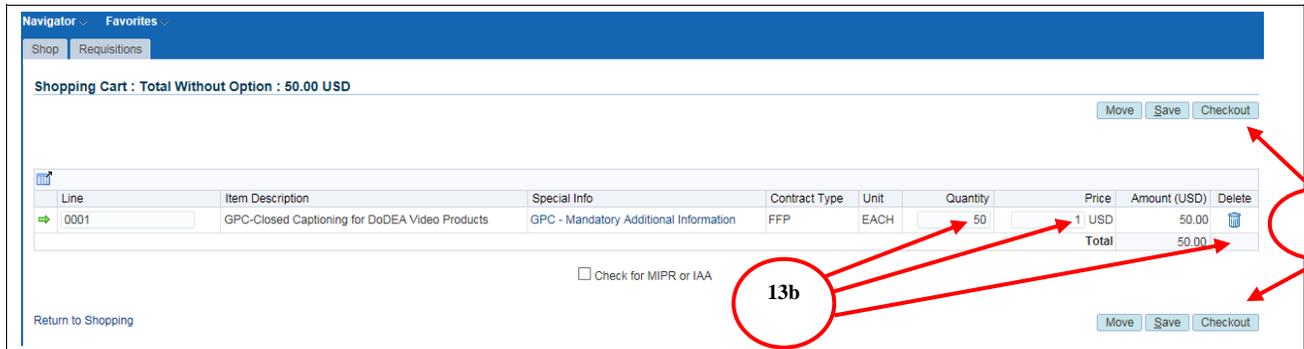
13.	The **Shopping Cart** screen is used to display all items in your shopping cart.
	a. Click the **Checkout** button to transfer the lines from the shopping cart onto the PR funding document and proceed with the checkout process.
	b. Optionally, complete the following steps on the Shopping Cart screen to modify the items that appear in your shopping cart:
	• Click in the **Quantity** or **Price** fields to modify the quantity or price.
	• Click the **Delete** icon to remove a line item from the shopping cart.

14.	**Requisition Number** – The requisition number auto-populates based on the Area Office where the user is located and is comprised of the following components [Area Office DoDAAC + Last digit of the Fiscal Year + System Generated Requisition Number (sequence)]. In this example the document number is **HE12545694** and is comprised of the following: 1. Headquarters DoDAAC – **HE1254** 2. Last digit of the Fiscal Year – **5** 3. System Generated Requisition Number (sequence) – **694** **Requisition Description** – The **Requisition Description** field is used to describe the entire purchase (header level). This field auto-populates with the value entered in the item description field. Enter a description that reflects the entire purchase request and not a specific line item, if applicable.
15.	**Addresses** – This section contains Department of Defense Activity Address Codes (DoDAAC) related to the Requisition. Fields in this section are blank by default, unless the user that is logged in to DAI has set up default addresses as part of their personal preferences. Each field in this section has a magnifying glass icon; you can click the icon, enter a partial value, and select the appropriate address from the list of values or enter the appropriate value directly in the following fields: • **Requesting Office** – This is the actual location that is procuring goods. This value populates the "From" block on the funding document. • **Issuing Office** – Enter the appropriate Area Office DoDAAC for the Area issuing the requisition. • **Suggested COTR Office** – Enter the appropriate Area Office DoDAAC of the Contracting Officer Technical Representative. • **Suggested Property Administration Office** – Enter the appropriate Area Office DoDAAC of the Property Administration Office.
16.	**Statutory Authority** – Enter **N/A**.

17.	**Delivery –** The **Delivery** Section is where you define the **Need-By Date** for goods procured. Enter the date or click the calendar icon to select a date from the calendar. The required fields in the **Delivery** section auto-populate based on the system date and user profile. Modify the required fields, if necessary. 📝 **Period of Performance** – This will remain blank for a GPC purchase request because only goods are being purchased.

18.	**Billing –** Enter the appropriate **POET (Project, Organization, Expenditure Type and Task)** information directly in the following fields or search using the list of values**:**
	    a. **Project** – Enter the appropriate **Project** or click the magnifying glass icon and select from the list of values. (Also known as the ORC Code).
	    b. **Task** – Enter the appropriate **Task** or click the magnifying glass icon and select from the list of values. (Also known as the P-Code).
	    c. **Expenditure Type** – Enter the appropriate **Expenditure Type** or click the magnifying glass and select from the list of values. Validation performed for Expenditure Type to Product Service Code. (Also known as the Object Class).
	    d. **Expenditure Organization** – Enter the appropriate **Expenditure Organization** for the location benefiting from the goods being purchased.
	    e. **Expenditure Item Date** – Enter today's date or click the calendar icon to select today's date.
	    f. **GL Date –** Accept today's date as the default.
	The **Charge Account** field does not require manual updates as it is automatically populated based on the POET information provided.

19.	To continue with the checkout process, click the **Next** button. The **Approvals and Notes** screen displays.

20.	**Approvals** – The approver name is pre-populated based on the approval hierarchies. In this example, there are no approvals required because it is set up as self-approval.
21.	**Add Attachments** – Select this to attach any documentation that you obtained prior to creating this requisition in DAI (i.e., approved 8052 form). Include documentation required for the approver to approve the requisition. If you have any questions regarding the type of documentation needed to attach in DAI, please contact your Budget Office.

22.	On the **Add Attachment** screen, you can add a Title, Description, and Category for the attachment file. By selecting the "Attachment to Print" in the Category field, your uploaded attachments will be generated as part of your approved requisition document in the Attachments section.
23.	You can upload a file by browsing for the document; enter a URL, or type additional notes in the Short or Long Text fields.
24.	Once you have uploaded all necessary attachments, click the **Apply** button to attach the files and return to The **Checkout: Approvals and Notes** screen.

25.	To continue with the checkout process, click the **Next** button. The **Review and Submit** screen displays.

26.	To forward the purchase request to the Funds Certifier/Authorizing Official for approval click the **Submit** button.
	Action Buttons – The user has the ability to select one of the following actions buttons to complete the following task:
	• Select the **Save** button to save the requisition.
	• Select the **Printable Page** button to print a hard copy of the requisition.
	• Select the **Back** button to modify the requisition.
	• Select the **Submit** button to submit the requisition for approval.

27. The Confirmation Page displays after you submit the requisition. Click the **Continue Shopping** button to return to the **iProcurement Stores** page.

Results

Congratulations! You have successfully created and submitted a Government Purchase Card (GPC) Purchase Request (PR) for Approval. You can now close the forms to return to the Navigator.