Web Based Customer Requirement Request System
http://samhc20144/acquiline/
What is Acquiline

- Customer Request
  - Electronic Means of Submitting Purchase Request to Contracting

- Purchase Request Status
  - Allows Users Self-Service to their PR Status

- Web Based application no Client Software required.
Training

Who will be Trained

- Training will be Train the Trainer

Aftercare: Telephone assistance is available during normal duty hours (Central time)
Directors,

410th Contracting Support Brigade (Americas) is in the process of implementation and deployment of PR_Web. PR_Web is a Web based Purchase Request creation and routing software. The software gives the user the ability to create a purchase request and then route the request through the approval process electronically (the same principle as DTS). It also gives your directorate the ability to track the status of your purchase request through the entire procurement process.

This deployment needs to be completed by the end of June to ensure that we have a successful end of fiscal year. My action officer, Mr. Depew, has sent an email coordinating a Planning Group and associated training for this implementation. The group will look at the current process and develop a model for the Electronic Process.

Regards,

Commander, 410th CSB
Info Tab
Login Tab

![Login Tab Image]

**If you forgot your password, please contact your SA.**
1. Click the Login tab from the Login window.
2. Enter the username in the Username field.
3. Enter the corresponding password in the Password field.

The password must be at least 8 characters long. The password must contain characters from each of the following four classes:
- English upper case letters such as A, B, C
- English lower case letters such as a, b, c
- Westernized Arabic such as Numerals 0, 1, 2
- Non-alphanumeric such as (, {}, #, $ etc.
Registration

Registration instructions
Registration Cont.....

![Registration Form](image-url)

- **Username:**
- **Password:**
- **Verify:**

**Requested Rights:**
- [ ] Administrator
- [ ] View PRweb PRs in Status Report
- [ ] View All PRs in Status Report
Registration Cont.....

- Check here if you are an existing Contact in PD². Then press the Select button below to find your Contact profile.

- Contact Name:
- Title:
- Phone:  [ ] Fax:  
- E-mail:  
- Requesting Office:

- Select... Remove
Office Address Search

[Image of a search interface with options to search by Code, Organization, Phone Number, Zip Code, and State. There is also a table to display search results with columns for Code, Organization, Street, City, State, Zip Code, and possibly a filter or search criteria field.]
Check here if you are an existing Contact in PD². Then press the Select button below to find your Contact profile.

- **Contact Name**: acquser1
- **Title**: acquser1
- **Phone**: 
- **Fax**: 
- **E-mail**: 
- **Requesting Office**: 

[Select...  Remove]
File Menu

- Refresh Folder
- Refresh All
- Exit
Graphical User Interface (GUI)
The *PRweb* desktop is the large white area that holds all of the *PRweb* user’s PRs and PR Mods in four folders: *Drafts*, *Inbox*, *Outbox* and *Archive*. Each folder represents a stage in the requirements development process. In all folders, the PRs and PR Mods are displayed in ascending order.

- **Drafts** folder contains PRs that have been created but not yet routed. PRs and PR Mods that have been re-routed back to *PRweb* from PD2 also display in the *Drafts* folder.
- **Inbox** folder contains PRs and PR Mods that have been routed to the user for review and approval by another *PRweb* user.
- **Outbox** folder contains PRs and PR Mods that have been routed to another *PRweb* user.
- **Archive** folder contains PRs and PR Mods that have proceeded through the approval process in the *PRweb* module and now reside in the PD2 database.
Auto-Calendar Feature

[Image of a calendar window displaying the month of September 2002]

Java Applet Window
Preferences Menu Option

- Change Archive Days
- Change Password
- Route Templates
- Refresh Requesting Office
- Change Email Address
- Out of Office
Change Archive Days

Enter the number of days, from the creation date, that PR documents are visible from within the Archive folder.

60

Warning: Applet Window
Change Password

[Image: A dialog box for changing a password.]

- Old Password: [Blank]
- New Password: [Blank]
- Verify: [Blank]

[Buttons: OK, Cancel]
Change E-mail Address

Update E-mail Address

PRweb User

Current E-mail Address: jdoe@army.mil

New E-mail Address: 

OK Cancel
Out of Office

Out of Office

- Out of Office Activated

- First Day Out of Office:

- Last Day Out of Office:

- Forwarding Workload to PRweb User:

- Select...

OK
Cancel

Warning: Applet Window
Out of Office Activated

Out of Office

- First Day Out of Office: 07/09/02
- Last Day Out of Office: 07/22/02
- Forwarding Workload to PRweb User:

Warning: Applet Window
Creating a New Purchase Request
Main Form Tab

Purchase Request - New

File  Line Item

<table>
<thead>
<tr>
<th>Purchase Request</th>
<th>Purchase Request Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniforms</td>
<td>PR101</td>
</tr>
<tr>
<td>Additional Description</td>
<td>PD2 Site</td>
</tr>
<tr>
<td>Worker</td>
<td>PD2 Site B (Increment 2) - S309vrf</td>
</tr>
<tr>
<td>Requisition Date</td>
<td>09-Nov-2004</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DPAS Priority Rating</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

Main Form  Line Item  Contracts  Add'l Data

Requesting Office

Initiator Information

Type of Action

Small Purchase

Issuing Office

Comments

Suggested Vendor(s)

Add...
Suggested Vendor(s)
Suggested Vendor(s)
Line Item Tab

The image shows a software interface for a purchase request system. The interface includes sections for purchase request details, line item details, and contract level funding. The purchase request details include fields for description, purchase request number, additional description, PD2 Site, requisition date, and priority rating. The line item details section includes a table for the number, description, quantity, unit of issue, unit cost, and total cost. The contract level funding section allows for additional funding information.
Contract Level Funding

[Image of Contract Level Funding interface]

- Funding Strip
- Funded Amount
- Fund ACRN
- Cost Code

Buttons:
- New...
- Edit...
- Delete
- Close
Document Number, and the Total Estimated Cost
Funding Strip Search
Contract Level Funding

<table>
<thead>
<tr>
<th>Funding Strip</th>
<th>Funded Amount</th>
<th>Fund ACRN</th>
<th>Cost Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>123412341231231231231231231231231231</td>
<td>1,000.00</td>
<td></td>
<td>00000000000000</td>
</tr>
</tbody>
</table>

Buttons: New..., Edit..., Delete, Close
**Contract Level Funding**

<table>
<thead>
<tr>
<th>Funding Strip</th>
<th>Funded Amount</th>
<th>Fund ACRN</th>
<th>Cost Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>123412341231231231231231231231231231231231231231231231231231231</td>
<td>1,000.00</td>
<td>000000000000</td>
<td>000000000000</td>
</tr>
</tbody>
</table>
Additional Point of Contact (POC)
Contact Search

[Image of a contact search dialog box with fields for search criteria and options to search by code, contact name, state, organization name, phone number, or zip code.]
PRweb users can copy an existing PR that resides in any of the desktop folders. The ability to copy PRs is a valuable tool that can reduce the creation time for a PR by eliminating repetitive data entry. Using the Copy feature results in creating a copy of the entire PR including line items, and funding. Funding that is not available to the specific user is not copied and the user is notified of this in a Warning window.

**Note:** In order to copy a PR, a user must be associated to a PD2 contact from the PD2 site selected on the PR.

**Note:** PRweb users can also copy PR Mods. However, the copied PR Mod displays in a Purchase Request – New window.
Copying a Purchase Request
Purchase Request - New window opens.
Renumbering a Purchase Request
### Purchase Request Summary View

<table>
<thead>
<tr>
<th>Description:</th>
<th>Tape, Masking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number:</td>
<td>JUL1920040002</td>
</tr>
<tr>
<td>Site:</td>
<td>APD2 Site B - S309vf</td>
</tr>
<tr>
<td>Additional Description:</td>
<td>100 feet</td>
</tr>
<tr>
<td>Requisition Date:</td>
<td>19-Jul-2004</td>
</tr>
<tr>
<td>DPAS Priority Rating:</td>
<td>1</td>
</tr>
<tr>
<td>Priority:</td>
<td>10</td>
</tr>
<tr>
<td>Type of Action:</td>
<td>Small Purchase</td>
</tr>
<tr>
<td>Comments:</td>
<td>We need this tape ASAP.</td>
</tr>
</tbody>
</table>

**Requesting Office:**

- 

**Issuing Office:**

- 

**Suggested Vendors:**

- 

**Suggested Contract Information:** Delivery Order
PR Modifications

- **PRweb** allows the **PRweb** user to create a PR Modification (PR Mod) by highlighting the archived PR.
- The PR Mod contains the contract and line item level information from the archived base PR. The PR Mod feature is similar to the PR feature. **PRweb** allows the requesting agent to create, route, approve, and submit the PR Mod to the Contracting Office.
- In order for a PR Mod to be created from a PR, following criteria must be met:
  - The PR has been approved in PD2
  - A PR Mod has not been created in PD2 off the PR
  - An unapproved/unreleased PR Mod does not exist in PD2
  - A PR Mod for the selected PR is not in progress in **PRweb**

- Note: If a new PR Mod is being created from an existing PR Mod that was created in **PRweb**, he existing PR Mod must be approved and released in PD2.
- The PR Mod that is created in **PRweb** will contain all the conform information that exists in PD2 for the base document. Attachments that have been generated with the base document will be attached to the resulting PR Mod. However, the DD254 that was added to the base document is not carried over to the PR Mod that is created in **PRweb**.
Creating a PR Modification
The PR Modification defaults the description to display “PR Mod”.
Creating a Line Item

Line Item Detail - New

Line Item Detail

Number | Description
0001 | Chock Wheel, Painted

Detail

NSN: 1730-00-NIB-001E

Multiple Deliveries

CLIN Type: Priced

Extended Description: The chocks are made of finished, planed kiln-dried wood blocks. There are two types of four options:

Item Calculation:
Quantity: 200.00
Estimated Unit Price: 200.00
Estimated Line Item Cost: $40,000.00

Period: Option

MILSTRIP:

Warning: Applet Window
Unit of Issue Search

Search Criteria

Search By
- Code
- Description

Search
Select
Cancel

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
</table>

Note: Selecting a large number of units of issue could impede system performance.
Description Tab
### Purchase Request - New

#### Purchase Request

<table>
<thead>
<tr>
<th>Description</th>
<th>Purchase Request Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniforms</td>
<td>DFSAF</td>
</tr>
<tr>
<td>Additional Description</td>
<td>PD Site</td>
</tr>
<tr>
<td>Size Small</td>
<td>PD2 Site A - S49g5op</td>
</tr>
<tr>
<td>Requisition Date</td>
<td>21-Jul-2004</td>
</tr>
</tbody>
</table>

#### Line Item

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit of Issue</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Uniforms</td>
<td>1,000.0</td>
<td></td>
<td>10.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>0001:01</td>
<td>Uniforms subCLIN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Values may be rounded for display purposes.*

**Total Funding:** $10,000.00

**Total Cost:** $10,000.00
F.O.B.
Copying a Line Item
Renumbering a Line Item
Adding an Attachment
Adding an Attachment

![New Attachment dialog box](image)

The dialog box allows you to select a file and provide a description. It includes buttons for selecting a file, cancelling, and a warning message about an applet window.
Select a file to attach.

PRweb supports the following attachment types:

- Microsoft Word® - .doc and .rtf
- Microsoft Excel®
- Microsoft PowerPoint®
- Adobe Acrobat®

*Note: File size must be less than 2 MB.*
Adding an Attachment Cont.

"Statement of Work.doc" was successfully attached!

You may now close this window!
Viewing an Attachment

Attached Documents
- SOW

Description
Statement of Work

Warning: Applet Window
Viewing Instructions

Microsoft Office, plain text and HTML documents and JPEG and Bitmap images will be automatically displayed in a new browser window.

In order to view all other attachments, you must:

1. Save the downloaded file to a temporary directory
2. Rename the file to its original name
3. Open the file with the appropriate application

Click OK to continue.

Always view attachment instructions.

Warning: Applet Window
Removing an Attachment
Routing Sheet

View Routees By:
- All Users
- Group
- Template

User:
- 30 CHARACTERS USER ID
- ACCEPTOR FOUR
- ACCEPTOR ONE
- ACCEPTOR THREE
- ACCEPTOR TWO
- ADAM ANDREWS
- ALEX DL SCHEFER
- ALEX SCHEFER

Route To:
- O - Michelle Way

Route to PD² User:

View Groups...
Route to PD2 User field.
Create a Route Sheet – Groups
Groups (Read Only) window

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>672006</td>
<td>Region A</td>
</tr>
<tr>
<td>BAGROUP</td>
<td>West Coast Fleet</td>
</tr>
<tr>
<td>BAGROUP2</td>
<td>West Coast - WA</td>
</tr>
</tbody>
</table>
Groups (Read Only) window
The Routing Sheet

Routing Sheet

View Routees By: 
- All Users
- Group
- Template

Templates
[None]

Template

Route To

Route to PDA User: 

View Groups...

Select All

Select...

View Groups...
Routing cont...

Information

Purchase Request ABC123 has been routed successfully.

OK

Warning: Applet Window
Approvals

- The PRweb module facilitates the electronic approval of PRs and PR Mods. When a PR or PR Mod is received in a user’s Inbox, that user can review and approve the document, reject the document, or designate contingent approval of the document.

**Approving a Purchase Request or PR Mod**
- PRweb users may electronically approve a PR or PR Mod. An approved PR or PR Mod is removed from the user’s desktop and continues through the routing process to the next user designated on the routing sheet.

- To approve a PR or PR Mod:
  1. From the user’s desktop, highlight the desired PR or PR Mod contained in the Inbox.
  2. From the menu, select **File ▶ Approve**.
The Approval

[Image of a window with the status 'approved' and a comments field]
Rejecting a Purchase Request

Rejecting a PR should be the last resort!

![Approve - 123Train](image.png)
## Approval History

### Approval History - View Approval History

<table>
<thead>
<tr>
<th>Approver</th>
<th>Date</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>D\</td>
<td>16-May-2001</td>
<td>approved</td>
<td></td>
</tr>
<tr>
<td>AC\</td>
<td>16-May-2001</td>
<td>approved</td>
<td></td>
</tr>
<tr>
<td>OC\</td>
<td>16-May-2001</td>
<td>approved</td>
<td></td>
</tr>
<tr>
<td>D*\</td>
<td>16-May-2001</td>
<td></td>
<td>return routed</td>
</tr>
</tbody>
</table>
PR Status

- Approvers of the PR or PR Mod receive e-mail notifications when certain events occur against the PR or PR Mod in PD2. Approvers receive e-mail notifications when a solicitation, amendment, award, or modification that is associated with the PR or PR Mod is released in PD2.

- In addition, PR and PR Mod creators receive an e-mail notification when the PR or PR Mod is canceled in PD2. The PR or PR Mod’s icon is also updated with a red “X” to denote the cancellation in PD2.
PR Status

[Image of a PRweb window with an archive folder containing a file named 'AUG1220030079 (Tables, Wooden)']
Reports
### View Open PR Status Report

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Open PR Status Report</td>
<td>Report on location of non-approved PRs</td>
</tr>
<tr>
<td>View Canceled PR Status Report</td>
<td>Report on canceled PRs</td>
</tr>
<tr>
<td>PRweb Locator Report</td>
<td>Location of PRs in route for five or more elapsed</td>
</tr>
<tr>
<td>View Return Routed Documents Report</td>
<td>Report on Return Routed PRweb Documents</td>
</tr>
</tbody>
</table>

**Sort By**: Creation Date

**Enter the new value for:**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>END_DATE</td>
<td>09/18/2007</td>
</tr>
<tr>
<td>ORIGINATOR</td>
<td>%</td>
</tr>
<tr>
<td>Creation Date</td>
<td>Originator</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>07/28/2003 08:54</td>
<td>bethany#1</td>
</tr>
<tr>
<td>07/28/2003 12:47</td>
<td>alisha5</td>
</tr>
<tr>
<td>07/28/2003 14:46</td>
<td>alisha5</td>
</tr>
<tr>
<td>07/28/2003 14:46</td>
<td>alisha5</td>
</tr>
<tr>
<td>07/28/2003 15:10</td>
<td>alisha5</td>
</tr>
<tr>
<td>07/28/2003 15:54</td>
<td>alisha5</td>
</tr>
<tr>
<td>07/29/2003 09:59</td>
<td>alisha5</td>
</tr>
<tr>
<td>07/29/2003 11:39</td>
<td>alisha5</td>
</tr>
<tr>
<td>07/29/2003 15:18</td>
<td>sleepy</td>
</tr>
<tr>
<td>07/30/2003 11:58</td>
<td>bethany#1</td>
</tr>
<tr>
<td>07/30/2003 13:14</td>
<td>alisha5</td>
</tr>
<tr>
<td>07/30/2003 14:53</td>
<td>alisha5</td>
</tr>
<tr>
<td>07/30/2003 14:53</td>
<td>alisha5</td>
</tr>
<tr>
<td>07/30/2003 15:53</td>
<td>alisha5</td>
</tr>
<tr>
<td>07/30/2003 15:53</td>
<td>alisha5</td>
</tr>
<tr>
<td>07/31/2003 08:52</td>
<td>bethany#1</td>
</tr>
<tr>
<td>07/31/2003 10:06</td>
<td>sleepy</td>
</tr>
<tr>
<td>07/31/2003 10:51</td>
<td>Aurelia</td>
</tr>
</tbody>
</table>
Transfer Document
Help

PRweb

File | Preferences | Purchase Request | Help
---|-------------|-----------------|-----
- Drafts
- Inbox
- Outbox
- Archive

PRweb Help...
Contact Help Desk...
About PRweb...

Java Applet Window
AcquiLine PRweb v3.1 Help

Welcome to AcquiLine PRweb v3.1 Help.

There are many different ways to navigate among the topics to find the information you need. Click on the How Do I... page to find answers to common PRweb questions, or select a user type below to begin. To search for specific topics, use the Table of Contents, Index, and Search features. The [Browse] buttons above (Back and Forward) will allow you to browse sequentially through the topics in a given subject area. In addition, you are able to use your Internet browser’s [Back] and [Forward] buttons as you would for pages on the Internet. Within each topic, certain words and/or phrases are highlighted. Click on these words and phrases to find out important information about them.

How Do I...?: Help Topics
Functional User: Purchase Request Creation and Management
System Administrator: Site and Personnel Management

About AcquiLine PRweb