Procurement Request Data Standard (PRDS)

Schema Implementation and Business Rules

Version 1.0

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Purpose of this Document

Over the years, the Procurement Data Standards have expanded to carry purchase requests (PRs) including Intragovernmental Transactions (IGT) resulting in the Purchase Request Data Standard (PRDS) XML Schema Definition (xsd). It is based on and designed to work with the Procurement Data Standard (PDS) xsd to facilitate the use of purchase request data in solicitations and awards.

This document provides both implementation guidance and business rules descriptions that are useful to the development of a valid PRDS xml. Implementation guidance provides examples of where and how data, such as addresses and committed amounts, should be provided in an XML document. Details for business rules that are not enforced as part of the schema but are enforced as part of the validations are also provided.

This information is provided for PRDS v3.0.
## Document Change Record

<table>
<thead>
<tr>
<th>Version</th>
<th>Change Owner</th>
<th>Change Date</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Northrop Grumman</td>
<td>20 December 2018</td>
<td>Original document</td>
</tr>
</tbody>
</table>


### 1 Purchase Request Types

The Purchase Request Data Standard (PRDS) is able to carry different types of purchase requests such as requests for goods, requests for contract modifications, and intragovernmental transactions (IGT). To facilitate the discussion and organization of business rules and data requirements, purchase requests are delineated by business function as defined in the following table:

<table>
<thead>
<tr>
<th>Purchase Request Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic PR</td>
<td>Any PR that is not an Intragovernmental Transaction or Contract Mod Request.</td>
</tr>
<tr>
<td>Intragovernmental Transaction (IGT)</td>
<td>A direct cite or reimbursable PR (order) issued by one federal entity, the requiring activity, that requests the procurement of services, supplies, or equipment from another federal entity, the servicing agency, whether inter- or intra-departmental.</td>
</tr>
<tr>
<td>Contract Mod Request</td>
<td>A PR requesting a change to a signed contract.</td>
</tr>
</tbody>
</table>

In addition, different schema sections are required or allowed based on the type of PR. The table below provides descriptions and purchase request usage for the major schema sections. If no type is specified, the listed section is optional and used when needed based on the requirement:

<table>
<thead>
<tr>
<th>Section</th>
<th>Path</th>
<th>Not Allowed On</th>
<th>Required On</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR Header</td>
<td>ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader</td>
<td>All</td>
<td></td>
<td>Holds data common to the entire document.</td>
</tr>
<tr>
<td>Intragovernmental Order Information</td>
<td>ProcurementDocument/PurchaseRequest/BasicInformation/IntraGovernmentalOrderInformation</td>
<td>IGT PR</td>
<td></td>
<td>Contains information specific to IGTs such as funding method (reimbursable or direct cite). The presence of this section indicates that the document represents an IGT PR.</td>
</tr>
<tr>
<td>Committed Amounts</td>
<td>ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentAmounts/CommittedAmounts</td>
<td>Contract Mod Request</td>
<td></td>
<td>Contains one or more committed amounts with corresponding accounting reference numbers, and lines of accounting (LOA).</td>
</tr>
<tr>
<td>Procurement Instrument Number</td>
<td>ProcurementDocument/PurchaseRequest/ProcurementInstrumentIdentifier</td>
<td>Contract Mod Request</td>
<td></td>
<td>Used on a Contract Mod Request to provide the number of the contract to be modified.</td>
</tr>
<tr>
<td>PR Contract Data Requirements Lists (CDRLs)</td>
<td>ProcurementDocument/PurchaseRequest/PurchaseRequestLineItems/CDRL</td>
<td></td>
<td></td>
<td>Contains the details for a CDRL. Used on a Contract Mod Request to request a CDRL be added to the existing contract.</td>
</tr>
<tr>
<td>PR Line Items</td>
<td>ProcurementDocument/PurchaseRequest/PurchaseRequestLineItems/LineItems</td>
<td></td>
<td></td>
<td>Contains the details for a line item. Used on a Contract Mod Request to request a line be added to the existing contract.</td>
</tr>
<tr>
<td>Add LOA</td>
<td>ProcurementDocument/AwardModificationRequestInformation/ProcurementInstrumentAmountRequests/RequestedFundingAmountChanges/AddLOA</td>
<td>Basic PR</td>
<td></td>
<td>Used on a Contract Mod Request to request that a new LOA be added to a contract. An ACRN must be provided.</td>
</tr>
<tr>
<td>Increase Funding</td>
<td>ProcurementDocument/AwardModificationRequestInformation/ProcurementInstrumentAmountRequests/RequestedFundingAmountChanges/IncreaseFunding</td>
<td>Basic PR</td>
<td></td>
<td>Used on a Contract Mod Request to request additional funds be added to an existing LOA on a contract. The ACRN from the contract must be provided.</td>
</tr>
<tr>
<td>Section</td>
<td>Path</td>
<td>Not Allowed On</td>
<td>Required On</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------</td>
<td>-------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Replace LOA</td>
<td>ProcurementDocument/AwardModificationRequestInformation/ProcurementInstrumentAmountRequests/RequestedFundingAmountChanges/ReplaceLOA</td>
<td>Basic PR</td>
<td>Required On</td>
<td>Used on a Contract Mod Request to request that an existing LOA be replaced with another LOA on a contract. The ACRN for the LOA being replaced must be provided.</td>
</tr>
<tr>
<td>Add Other Amounts</td>
<td>ProcurementDocument/AwardModificationRequestInformation/ProcurementInstrumentAmountRequests/RequestedOtherAmountsChanges/AddOtherAmounts</td>
<td>Basic PR</td>
<td>Required On</td>
<td>Used on a Contract Mod Request to request that an amount other than a committed amount be added to a contract.</td>
</tr>
<tr>
<td>Increase Other Amounts</td>
<td>ProcurementDocument/AwardModificationRequestInformation/ProcurementInstrumentAmountRequests/RequestedOtherAmountsChanges/IncreaseOtherAmounts</td>
<td>Basic PR</td>
<td>Required On</td>
<td>Used on a Contract Mod Request to request an increase to an amount other than a committed amount.</td>
</tr>
<tr>
<td>Mod Request: Header</td>
<td>ProcurementDocument/AwardModificationRequestInformation/AwardModificationRequestDetails/ProcurementInstrumentHeader</td>
<td>Basic PR</td>
<td>Required On</td>
<td>Used on a Contract Mod Request to request changes to document level data.</td>
</tr>
<tr>
<td>Mod Request: Deleted CDRLs</td>
<td>ProcurementDocument/AwardModificationRequestInformation/AwardModificationRequestDetails/ContractLineItems/CDRL/DeletedCDRLs</td>
<td>Basic PR</td>
<td>Required On</td>
<td>Used on a Contract Mod Request to request one or more CDRLs be deleted from a contract.</td>
</tr>
<tr>
<td>Mod Request: Deleted Line Items</td>
<td>ProcurementDocument/AwardModificationRequestInformation/AwardModificationRequestDetails/ContractLineItems/LineItems/DeletedLineItems</td>
<td>Basic PR</td>
<td>Required On</td>
<td>Used on a Contract Mod Request to request one or more line items be deleted from a contract.</td>
</tr>
<tr>
<td>Mod Request: Changed CDRLs</td>
<td>ProcurementDocument/AwardModificationRequestInformation/AwardModificationRequestDetails/ContractLineItems/CDRL/ChangedCDRLs</td>
<td>Basic PR</td>
<td>Required On</td>
<td>Used on a Contract Mod Request to request changes to one or more CDRLs on a contract.</td>
</tr>
<tr>
<td>Mod Request: Changed Line Items</td>
<td>ProcurementDocument/AwardModificationRequestInformation/AwardModificationRequestDetails/ContractLineItems/LineItems/ChangedLineItems</td>
<td>Basic PR</td>
<td>Required On</td>
<td>Used on a Contract Mod Request to request changes to one or more line items on a contract.</td>
</tr>
</tbody>
</table>
2 Reference Documents

In addition to the PRDS .xsd, information on contract policy, Defense acquisition regulations, enterprise initiatives, and other topics are provided on the Defense Procurement and Acquisition Policy (DPAP) website (https://www.acq.osd.mil/dpap/pdi/eb/index.html). Two of the most relevant reference documents associated with the PRDS are:

- **Enumeration and Annotation Document (PRDS v3.0):** Provides, in a human readable form, the definitions, acceptable values, and format details defined in the schema (.xsd). This document can be found in the PRDS v3.0 package that is downloadable from the website as a zip file.

- **Instructions for Reading the Documents:** Explains the various symbols that appear in the schema views used in this document. It is found under the Available For Download section on the website.

Also, for those interested in a more information on the XML terminology used within this document, see Appendix B.
3 Definitions

This section provides the meanings of various terms. Where applicable, it also describes the impact of their use on an XML transaction.

3.1 Document Purpose

The <DocumentPurpose> element is used to indicate why the document is being submitted and affects how it is processed by the Global Exchange Service (GEX) and recipient systems. It is located in the schema at:

ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/

An example of the populated element in a PRDS XML is:

```xml
...<PurchaseRequest>
   <ProcurementInstrumentHeader>
      ...
      <BasicInformation>
         <DocumentPurpose>Original</DocumentPurpose>
      </BasicInformation>
   ...
</PurchaseRequest>
```

The allowable values are listed in the following table:

<table>
<thead>
<tr>
<th><code>&lt;DocumentPurpose&gt;</code> Value</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Certification Request</td>
<td>Initiates the funds certification process known as Handshake 1 of the Procure-to-Pay (P2P) process. This would occur prior to the PR being signed.</td>
</tr>
<tr>
<td>Original</td>
<td>Indicates an original, signed Purchase Request.</td>
</tr>
<tr>
<td>Retransmission</td>
<td>Indicates that an original document is being retransmitted.</td>
</tr>
<tr>
<td>Transfer</td>
<td>Indicates that the Purchase Request is being transferred to another organization.</td>
</tr>
<tr>
<td>Validation Test</td>
<td>Initiates a pre-signature validation process. It is highly recommended that the Purchase Request be tested before signing since the only way to correct an error on a signed document is to issue an amended Purchase Request.</td>
</tr>
</tbody>
</table>

The functionality for each value is as described below:

- **Funds Certification Request**: This value is used when, as part of Handshake 1 of the Procure-to-Pay (P2P) process, funds certification is requested via the GEX. The document must successfully pass the PRDS validations before it will be passed on to one or more financial systems. The validations are performed as part of the funds certification request. Which financial systems are contacted is determined by the accounting data in the document and by the capability of the financial system to certify the funds systemically.

  **Note**: Although the “Funds Certification Request” value may be used for the document purpose, it is not currently implemented and the corresponding processes have not been defined. Currently, using this value performs the same function as the “Validation Test” value.

- **Original, Retransmission, Transfer**: These values are used when the document has been signed and released. The document must successfully pass the PRDS validations before it will be passed onto any other systems. To fix any errors, an amendment must be issued.

The xml file is sent to the GEX where the validations check that the xml structure and contents follow the schema definition and business rules. The results are returned to the submitter in a Validation Result xml as shown in the diagram below. Some systems capture and display those results to the document writer. If the PRDS XML passes the validations and one or more systems have established a GEX connection to receive it, the PRDS XML will be passed to those systems.
Signed Documents Data Flow

- **Validation Test:** This value is used when the submitter wants to validate the document without a copy being sent to any other system. In addition, it provides the document writer the chance to find and correct any errors before they sign it.

  The xml file is sent to the GEX where the validations check that the xml structure and contents are following the schema definition and business rules. The results are returned to the submitter in a Validation Result xml as shown in the diagram below. Some systems capture and display the results to the document writer.

  **Note:** When requesting a validation test, the signature date on the document should be the date that the request is being submitted.

  **Note:** This is the only time a web service connection may be used with GEX.

### Validation Test Data Flow

#### 3.2 Other Amounts

Each document has the capability to provide various amounts other than committed/obligated amounts based on the pricing arrangement proposed in the PR for the resulting contract. The table below provides a definition for each type of amount. Since the document is a Purchase Request, the values for each type of amount are the requested/suggested values. The actual values on the resulting contract may be different.

<table>
<thead>
<tr>
<th>Amount Description</th>
<th>Value</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Fee</td>
<td>The total pool of award money that a contractor can earn over the life of the contract. The actual amount of the award for each evaluation period is based on the contractor’s performance against a set of predefined criteria that are laid out in the award-fee plan.</td>
<td></td>
</tr>
<tr>
<td>Base Price</td>
<td>The price of the contract before any economic price adjustments are applied. Base Price is mainly applicable to Fixed Price contracts with Economic Price Adjustment.</td>
<td></td>
</tr>
<tr>
<td>Cancellation Ceiling</td>
<td>The amount at which the Government can cancel the contract. This provides protection to the contractor in the event that the Government cannot continue the contract due to lack of funds. It should only be provided when the procurement instrument is a multi-year contract.</td>
<td></td>
</tr>
<tr>
<td>Ceiling Price</td>
<td>The maximum amount that may be paid to the contractor, except for any adjustment under other contract clauses. When the price of the contract exceeds this ceiling, the contract can be terminated by the Government.</td>
<td></td>
</tr>
<tr>
<td>Estimated Cost</td>
<td>The level of cost that the contractor most likely obtains under normal performance conditions. Estimated Cost is used with cost-reimbursement types of contracts for the</td>
<td></td>
</tr>
<tr>
<td>&lt;AmountDescription&gt; Value</td>
<td>Definition</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>Purpose of committing funds and establishing a ceiling that the contractor may not exceed without the approval of the contracting officer.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Firm Price</td>
<td>A price that is not subject to any adjustment on the basis of the contractor’s cost in performing the contract.</td>
<td></td>
</tr>
<tr>
<td>Fixed Fee</td>
<td>A fee payable to the contractor at the end of the contract period if the performance is considered satisfactory by the Government.</td>
<td></td>
</tr>
<tr>
<td>Funded Amount</td>
<td>The amount of funds committed by the PR.</td>
<td></td>
</tr>
<tr>
<td>Initial Target Cost</td>
<td>Used with Fixed Price Incentive (Successive Targets) contracts. These targets may be revised during the performance of the contract once more reliable pricing information is available.</td>
<td></td>
</tr>
<tr>
<td>Initial Target Profit</td>
<td>Used with Fixed Price Incentive (Successive Targets) contracts. These targets may be revised during the performance of the contract once more reliable pricing information is available.</td>
<td></td>
</tr>
<tr>
<td>Line Only - Advance</td>
<td>Used on reimbursable IGTs to provide the amount paid prior to the IGT being recorded in the IGT Treasury System. This value can only be provided at the line item level of the document.</td>
<td></td>
</tr>
<tr>
<td>Minimum Fee</td>
<td>The minimum fee limitation used when adjusting the contractor’s fee after contract performance.</td>
<td></td>
</tr>
<tr>
<td>Maximum Fee</td>
<td>The maximum fee limitation used when adjusting the contractor’s fee after contract performance.</td>
<td></td>
</tr>
<tr>
<td>Not to Exceed Amount (Funding)</td>
<td>The maximum amount of funds that can be obligated. Organizations should not obligate funds in excess of the Not to Exceed Amount. Used for incrementally funded contracts, undefinitized contracts, and cost-reimbursement contracts.</td>
<td></td>
</tr>
<tr>
<td>Profit Ceiling</td>
<td>The maximum value of the contractor’s total profit.</td>
<td></td>
</tr>
<tr>
<td>Profit Floor</td>
<td>The minimum value of the contractor’s total profit.</td>
<td></td>
</tr>
<tr>
<td>Target Cost</td>
<td>The targeted cost that the contractor earns for fulfilling the contract.</td>
<td></td>
</tr>
<tr>
<td>Target Fee</td>
<td>The targeted fee that the contractor earns for fulfilling the contract.</td>
<td></td>
</tr>
<tr>
<td>Target Profit</td>
<td>The targeted profit that the contractor earns for fulfilling the contract.</td>
<td></td>
</tr>
<tr>
<td>Target Price</td>
<td>The sum of the target cost and the target profit.</td>
<td></td>
</tr>
<tr>
<td>Header Only – Total Committed Value</td>
<td>The total amount committed by the PR. This value can only be provided at the header level of the document.</td>
<td></td>
</tr>
</tbody>
</table>

### 3.3 Limits

Limits are used when the contract resulting from the PR is expected to be an ordering instrument. They provide suggestions for the amounts of supplies or services that may be ordered under the contract. The limits may be stated either as number of units or as dollar values. The table below provides a definition for each <LimitDescription> value.

<table>
<thead>
<tr>
<th>&lt;LimitDescription&gt; Value</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allowed Per Order</td>
<td>The total minimum and maximum quantity of supplies or services the Government is obligated to order for each order under the ordering instrument.</td>
</tr>
<tr>
<td>Contractor Obligation to Deliver</td>
<td>The minimum and maximum amount or quantity that the contractor is obligated to deliver under the contract.</td>
</tr>
<tr>
<td>Government Obligation to Order</td>
<td>The minimum and maximum amount or quantity that the government is obligated to order under the contract.</td>
</tr>
</tbody>
</table>

### 3.4 Funding Statuses

There are five possible funding statuses that describe where the PR is within its workflow. The table below provides a definition for each of these <FundingStatusDescription> values.

<table>
<thead>
<tr>
<th>&lt;FundingStatusDescription&gt; Value</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awaiting Certification</td>
<td>Funding has been identified but not certified.</td>
</tr>
<tr>
<td>Awaiting Certification – Servicing Agency</td>
<td>Funding has been identified but not certified by the Servicing Agency. Used on reimbursable IGT PRs.</td>
</tr>
<tr>
<td>Certified</td>
<td>Funding has been identified and certified.</td>
</tr>
<tr>
<td>Certified – Servicing Agency</td>
<td>Funding has been identified and certified by the Servicing Agency. Used on reimbursable IGT PRs.</td>
</tr>
<tr>
<td>Planning</td>
<td>No funding has been identified yet for the PR. The PR will likely be followed up with a PR Amendment that includes the funding.</td>
</tr>
</tbody>
</table>
4 Implementation Guidance and Business Rules

To create a valid PRDS document, the resulting XML must follow the structure defined by the schema (.xsd), must carry data in the expected location, and must follow the defined policies and procedures. Implementation Guidance provides guidance on how to correctly portray address, amounts, and other data in the XML. Business Rules describe the rules that must be followed that are not enforced by the schema but are enforced by the PRDS validations. For example, when providing the sections related to modifying an existing contract, the procurement instrument identifier of the contract to be modified must be provided.

The Implementation Guidance and Business Rules are provided based on the type of purchase request. The first ones provided apply to all purchase request types followed by those applicable to IGT and Contract Mod Request PRs. The following information is used to identify the type of PR contained in the XML document:

- **Basic PR** – neither <ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ BasicInformation/ IntraGovernmentalOrderInformation> nor an instance of <ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ ProcurementInstrumentIdentifier> where <…/ ProcurementInstrumentDescription> = “Contract being Modified – Award” exists.

- **IGT** - <ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ BasicInformation/ IntraGovernmentalOrderInformation> exists.

- **Contract Mod Request** - An instance of <ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ ProcurementInstrumentIdentifier> where <…/ ProcurementInstrumentDescription> = “Contract being Modified – Award” exists.

**Note**: An IGT may also be a Contract Mod Request.

The Implementation Guidance provides the following for each data item addressed:

- **Schema View**: Contains a picture of the schema taken from the XMLSpy application. The picture below shows the elements used within the XML schema to carry limits.

![Schema View Diagram](image)

- **Schema Location**: Provides the location(s), called paths, where the XML tag is found in the schema. The part of the path that is common to all of the individual tags is provided as Major Paths, and is represented by the ‘@’ symbol for each individual tag. Since <Limits> is used in multiple locations, there would be multiple Major Paths:
**Major Path:**

- ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/OrderingInformation/
- ProcurementDocument/PurchaseRequest/PurchaseRequestLineItems/LineItems/LineItemBasicInformation/OrderingInformation/
- ProcurementDocument/AwardModificationRequestInformation/AwardModificationRequestDetails/ProcurementInstrumentHeader/BasicInformation/OrderingInformation/
- ProcurementDocument/AwardModificationRequestInformation/AwardModificationRequestDetails/ContractLineItems/LineItems/ChangedLineItems/CurrentLineItem/LineItemBasicInformation/OrderingInformation/

The part of the path that is unique to the elements within `<Limits>` (data values in quotes) would be represented as follows:

```plaintext
@ LimitDescription/ “Allowed Per Order”
@ Minimum/ “10”
@ Maximum/ “100”
@ UnitOfMeasure/ “Each”
```

Depending on the location within the XML document, the full path would be derived by replacing the “@” with the applicable Major Path. Using the first Major Path listed, the complete path, with data values, would be:

```
ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/OrderingInformation/Limits/LimitDescription/ “Allowed Per Order”
ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/OrderingInformation/Limits/Minimum/ “10”
ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/OrderingInformation/Limits/Maximum/ “100”
ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/OrderingInformation/Limits/UnitOfMeasure/ “Each”
```

- **XML Sample:** Depicts the data as it would be seen in an XML document:

```
...<OrderingInformation>
  <Limits>
    <LimitDescription>Allowed Per Order</LimitDescription>
    <Minimum>10</Minimum>
    <Maximum>100</Maximum>
    <UnitOfMeasure>Each</UnitOfMeasure>
  </Limits>
...```

Each Business Rule consists of the following with a few exceptions. Building on the Implementation Guidance `<Limits>` example, the following would be provided for this fictitious rule:

- **Rule:** The functional description of the business rule that must be followed.
  
  “When setting a limit on how much may be placed on an individual order, both a minimum and a maximum limit must be provided.”

- **Implementation:** The technical description of how the rule is implemented based on the schema (.xsd).

  “When `<. . ./ LimitDescription> = “Allowed Per Order”, both `<. . ./ Minimum> and `<. . ./ Maximum> must be provided.”
**XML Sample:** Contains an example of what would be in the XML document that would satisfy the rule. In some cases, an example of what should not be in the XML document is also provided.

```
...<OrderingInformation>
  <Limits>
    <LimitDescription>Allowed Per Order</LimitDescription>
    <Minimum>10</Minimum>
    <Maximum>100</Maximum>
    <UnitOfMeasure>Each</UnitOfMeasure>
  </Limits>
...```

4.1 Implementation Guidance – All Purchase Request Types

The implementation guidance information provided here applies to all types of Purchase Requests.

4.1.1 Originator Details

**Implementation Guidance:** The `<OriginatorDetails>` section contains information about the system producing the PRDS XML and is used to determine if a trend is indigenous to a particular application or instance of an application. The `<OriginatorDetails>` section handles both DoD and non-DoD originating systems.

**Schema View:**
4.1.1.1 DoD System Example

These elements must be provided for DoD Systems:

<table>
<thead>
<tr>
<th>Element</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Document Number</td>
<td>The number used by the originating system to track a PR internally.</td>
</tr>
<tr>
<td>DoD Information Technology Portfolio Repository (DITPR) Number</td>
<td>The number used to identify the originating system. Each DoD system has a number assigned within the DITPR. To determine the DITPR number for a system, use this link (requires a CAC): <a href="https://ditpr.dod.mil/">https://ditpr.dod.mil/</a></td>
</tr>
<tr>
<td>System Administrator DoD Activity Address Code (DoDAAC)</td>
<td>The code used to identify the organization that administers the system. The System Administrator DoDAAC is often different from the DoDAAC of the office issuing the purchase request.</td>
</tr>
</tbody>
</table>

**Schema Location:**

**Major Path:** ProcurementDocument/ OriginatorDetails/

@ InternalDocumentNumber/ "407066"
@ DoDSystem/ DITPRNumber/ "0231"
@ DoDSystem/ SystemAdministratorDoDAAC/ "FA2521"

**XML Sample:**

```xml
...<OriginatorDetails>
   <InternalDocumentNumber>407066</InternalDocumentNumber
   <DoDSystem>
      <DITPRNumber>0231</DITPRNumber>
      <SystemAdministratorDoDAAC>FA2521</SystemAdministratorDoDAAC>
   </DoDSystem>
</OriginatorDetails>
...```

4.1.1.2 Non-DoD System Example

These elements must be provided for non-DoD Systems:

<table>
<thead>
<tr>
<th>Element</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Document Number</td>
<td>The number used by the originating system to track a PR internally.</td>
</tr>
<tr>
<td>Non-DoD Entity Identifier</td>
<td>Identifies the entity responsible for administering the originating system. There are three alternatives for this value:</td>
</tr>
<tr>
<td></td>
<td><em>Activity Address Code (AAC):</em> This code is a Federal AAC and must be in the authorized Federal AAC list located at DAASINQ (DAASC Inquiry System).*</td>
</tr>
<tr>
<td></td>
<td><em>CAGE: The Commercial and Government Entity (CAGE) Code is an ID number used extensively within the Federal Government, assigned by the Defense Logistics Agency (DLA). The official data source for these codes is the DLA CAGE system.</em></td>
</tr>
<tr>
<td></td>
<td><em>DUNS Number:</em> The Data Universal Numbering System (DUNS) number is issued and maintained by <em>Dun &amp; Bradstreet (D&amp;B).</em></td>
</tr>
<tr>
<td>System Name</td>
<td>The name of the originating system.</td>
</tr>
<tr>
<td>System Version</td>
<td>Used to identify the version of the originating system.</td>
</tr>
</tbody>
</table>
Schema Location:

Major Path: ProcurementDocument/OriginatorDetails/

@InternalDocumentNumber/"407066"
@NonDoDSystem/NonDoDEntityIdentifier/"OTS81"
@NonDoDSystem/SystemName/"PR Builder"
@NonDoDSystem/SystemVersion/"4.3"

XML Sample:

```
...<OriginatorDetails>
  <InternalDocumentNumber>407066</InternalDocumentNumber>
  <NonDoDSystem>
    <NonDoDEntityIdentifier>OTS81</NonDoDEntityIdentifier>
    <SystemName>PR Builder</SystemName>
    <SystemVersion>4.3</SystemVersion>
  </NonDoDSystem>
</OriginatorDetails>
...
```

4.1.2 Purchase Request Identifier

Implementation Guidance: The <PurchaseRequestIdentifier> section is used to provide the purchase requisition number. For intragovernmental transactions, more than one number may be provided to reflect the numbers used by different systems and are distinguished by the value provided in the <PurchaseRequestDescription> element. There are three options for the description:

- “Requesting Agency Order Number” - number assigned by the buying entity.
- “Intra-Governmental Order Number” - number assigned by the Treasury IGT system.
- “Servicing Agency Order Number” - number assigned by the selling entity.
4.1.2.1 DFARS-Based Numbers

If the purchase request identifier follows the DFARS numbering, the following elements must be provided:

- `<EnterpriseIdentifier>` – the DoDAAC of the entity that issued the PR.
- `<SerialNumber>` – the identifying number for the PR.
- `<PurchaseRequestRevisionNumber>` – the revision number for the PR. The revision number for the original request should be zero and subsequent revisions or amendments should be numbered consecutively.

**Schema Location:**

**Major Path:** ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/PurchaseRequestIdentifier

- @ PurchaseRequestDescription/ “Requesting Agency Order Number”
- @ EnterpriseIdentifier/ “SCN01A”
- @ SerialNumber/ “10207730”
- @ PurchaseRequestRevisionNumber/ “0”
**XML Sample:**

```
...  
  <ProcurementInstrumentHeader>
      <PurchaseRequestIdentifier>
          <PurchaseRequestDescription>Requesting Agency Order Number</PurchaseRequestDescription>
          <EnterpriseIdentifier>SCN01A</EnterpriseIdentifier>
          <SerialNumber>10207730</SerialNumber>
          <PurchaseRequestRevisionNumber>0</PurchaseRequestRevisionNumber>
      </PurchaseRequestIdentifier>
  ...  
  </ProcurementInstrumentHeader>
  ...  
```

4.1.2.2 Numbers Assigned by the Treasury IGT System

If the provided purchase request identifier was assigned by the Treasury IGT System, the following elements must be provided:

- `<TreasuryIGTOrderNumber>` - the original number assigned by the Treasury IGT System.
- `<TreasuryIGTOrderModificationNumber>` - the modification number provided by the Treasury IGT System (if applicable).

**Schema Location:**

**Major Path:** ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ PurchaseRequestIdentifier

@ PurchaseRequestDescription/ “Intra-Governmental Order Number”
@ TreasuryIGTOrderNumber / “O1603-123-132-000172”

**XML Sample:**

```
...  
  <ProcurementInstrumentHeader>
      <PurchaseRequestIdentifier>
          <PurchaseRequestDescription>Intra-Governmental Order Number</PurchaseRequestDescription>
          <TreasuryIGTOrderNumber>O1603-123-132-000172</TreasuryIGTOrderNumber>
      </PurchaseRequestIdentifier>
  ...  
  </ProcurementInstrumentHeader>
  ...  
```

4.1.2.3 Other Numbers

If a number is not DFARS-based and was not assigned by the Treasury IGT System, the `<NonDoDNumber>` element should be provided.

**Schema Location:**

**Major Path:** ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ PurchaseRequestIdentifier

@ PurchaseRequestDescription/ “Requesting Agency Order Number”
@ NonDoDNumber/ “000238”
### XML Sample:

```xml
...<ProcurementInstrumentHeader>
  <PurchaseRequestIdentifier>
    <PurchaseRequestDescription><Requesting Agency Order Number</PurchaseRequestDescription>
    <NonDoDNumber>000238</NonDoDNumber>
  </PurchaseRequestIdentifier>
...</ProcurementInstrumentHeader>
...```

### 4.1.3 Ordering Information

**Implementation Guidance:** The `<OrderingInformation>` section is used when the contract resulting from the PR is expected to be an ordering instrument. The information in this section provides suggestions related to the orders that will be placed. The high level details are provided here. The lower level details are provided in the following subsections.

**Schema View:**

![Schema View Diagram](image)

**Schema Location:**

**Major Paths:**

- ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ BasicInformation/ OrderingInformation/
- ProcurementDocument/ PurchaseRequest/ PurchaseRequestLineItems/ LineItems/ LineItemBasicInformation/ OrderingInformation
- ProcurementDocument/ AwardModificationRequestInformation/ AwardModificationRequestDetails/ ProcurementInstrumentHeader/ BasicInformation/ OrderingInformation
- ProcurementDocument/ AwardModificationRequestInformation/ AwardModificationRequestDetails/ ContractLineItems/ LineItems/ ChangedLineItems/ CurrentLineItem/ LineItemBasicInformation/ OrderingInformation

**Note:** The Major Paths apply to the subsequent examples.
4.1.3.1 Response Days to Reject Order

If the Government places an order that exceeds the maximum quantity, the contractor has a period of time in which they can reject the order. The suggested number of days in which they can reject the order is provided in the <ResponseDaysToRejectOrder> element.

**Schema View:**

```
<ResponseDaysToRejectOrder>
  Response Time in number of days within which the contractor must reject an order exceeding the maximum order limits.
</ResponseDaysToRejectOrder>
```

**Schema Location:**

**Major Paths:** See Section 4.1.3.

@ ResponseDaysToRejectOrder/ “20”

**XML Sample:**

```
...<OrderingInformation>
  <ResponseDaysToRejectOrder>20</ResponseDaysToRejectOrder>
</OrderingInformation>
...
```

4.1.3.2 Estimated Quantity

The estimated quantity is a realistic estimate of the total quantity of supplies or services that will be ordered (e.g. estimated number of labor hours). This suggested value should be provided in the <EstimatedQuantity> section.

**Schema View:**

```
<EstimatedQuantity>
  The estimated total quantity to be ordered. The actual order quantity may be higher or lower.
  <QuantityValue>3000</QuantityValue>
  <UnitOfMeasure>Labor Hours</UnitOfMeasure>
</EstimatedQuantity>
```

**Schema Location:**

**Major Paths:** See Section 4.1.3.

@ EstimatedQuantity/ QuantityValue/ “3000”

@ EstimatedQuantity/ UnitOfMeasure/ “Labor Hours”
4.1.3.3 Limits

When the PR is expected to result in an ordering instrument, the limits section is used to provide suggestions for the minimum and/or maximum amounts of supplies or services that may be ordered.

The three types of limits are:

- Allowed Per Order
- Contractor Obligation to Deliver
- Government Obligation to Order

**Schema View:**

```
LimitsType (extension)
  LimitDescription
    The type of limit. (see list)
  Minimum
    Minimum limit
  Maximum
    Maximum limit
  UnitOfMeasure
    The unit of measure of the maximum, minimum values. (see list)
```

**Schema Location:**

**Major Paths:** See Section 4.1.3.

- @ Limits/ LimitDescription/ “Allowed Per Order”
- @ Limits/ Minimum/ “10”
- @ Limits/ Maximum/ “100”
- @ Limits/ UnitOfMeasure/ “Each”

**XML Sample:**

```
...<OrderingInformation>
  <Limits>
    <LimitDescription>Allowed Per Order</LimitDescription>
    <Minimum>10</Minimum>
    <Maximum>100</Maximum>
    <UnitOfMeasure>Each</UnitOfMeasure>
  </Limits>
...</OrderingInformation>
...```
4.1.3.4 Ordering Capability

When the PR is expected to result in an ordering instrument, the <OrderingCapability> section is used to provide suggestions pertaining to which entities will and will not be able to place orders.

- <UnitedStatesGovernment> – denotes whether or not a US Government entity can place an order.
- <DoDMultiAgency> – specifies which DoD Services and Agencies may place an order.
- <DoDAgencyWide> – denotes whether or not any entity within the DoD can place an order.
- <SpecificEntities> – denotes whether or not only specific entities may place an order.

**Schema View:**

![Schema Diagram]

**Schema Location:**

**Major Paths:** See Section 4.1.3.

@ OrderingCapability/ DoDMultiAgency/ “Air Force”
@ OrderingCapability/ DoDMultiAgency/ “Army”

**XML Sample:**

```xml
<OrderingInformation>
  <OrderingCapability>
    <DoDMultiAgency>Armed Forces</DoDMultiAgency>
    <DoDMultiAgency>Army</DoDMultiAgency>
    <DoDMultiAgency>Navy</DoDMultiAgency>
    <DoDMultiAgency>Marine Corps</DoDMultiAgency>
  </OrderingCapability>
</OrderingInformation>
```
4.1.3.5 Order Variation

When the PR is expected to result in an ordering instrument, the <OrderVariation> section is used to suggest the allowed variations between the actual quantities of an order and the estimated quantities. The variations can be expressed as a quantities or percentages.

**Schema View:**

![Schema View Diagram]

**Schema Location:**

**Major Paths:** See Section 4.1.3.

@ OrderVariation/ Percentage/ PercentUnder/ “3.50”
@ OrderVariation/ Percentage/ PercentOver/ “3.50”

**XML Sample:**

```xml
...<OrderingInformation>
    <OrderVariation>
        <Percentage>
            <PercentUnder>3.50</PercentUnder>
            <PercentOver>3.50</PercentOver>
        </Percentage>
    </OrderVariation>
...</OrderingInformation>
...```

4.1.4 Multiple Line Items Information

**Implementation Guidance:** Certain elements can have the same value for more than one line item. In this case, instead of repeating that element for each line item, the <MultipleLineItemsInformation> section can be used. The example below shows how the <MultipleLineItemsInformation> section can be used to specify miscellaneous
text that is the same for three line items. In addition, this method may be used for addresses, other amounts, and requirements descriptions.

**Schema View:**

![Schema Diagram]

**Schema Location:**

**Major Path:** ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ MultipleLineItemsInformation/ GroupMiscellaneousText

@ LineItemList/ DFARS/ LineItem/ LineItemType/ “CLIN”
@ LineItemList/ DFARS/ LineItem/ LineItemBase/ “0001”

@ LineItemList/ DFARS/ LineItem/ LineItemType/ “CLIN”
@ LineItemList/ DFARS/ LineItem/ LineItemBase/ “0011”

@ LineItemList/ DFARS/ LineItem/ LineItemType/ “CLIN”
@ LineItemList/ DFARS/ LineItem/ LineItemBase/ “0012”

@ MiscellaneousTextDetails/ MiscellaneousText/ “Any request for a period of performance extension shall be submitted in writing to the Contracting Officer and Contracting Officer Representative (COR)/Program Officer no later than thirty (30) days prior to the expiration.”
@ MiscellaneousTextDetails/ Section/ “F”
XML Sample:

```xml
...<GroupMiscellaneousText>
  <LineItemList>
    <DFARS>
      <LineItem>
        <LineItemType>CLIN</LineItemType>
        <LineItemBase>0001</LineItemBase>
      </LineItem>
    </DFARS>
    <DFARS>
      <LineItem>
        <LineItemType>CLIN</LineItemType>
        <LineItemBase>0011</LineItemBase>
      </LineItem>
    </DFARS>
    <DFARS>
      <LineItem>
        <LineItemType>CLIN</LineItemType>
        <LineItemBase>0012</LineItemBase>
      </LineItem>
    </DFARS>
  </LineItemList>
  <MiscellaneousTextDetails>
    <MiscellaneousText>Any request for a period of performance extension shall be submitted in writing to the Contracting Officer and Contracting Officer Representative (COR)/Program Officer no later than thirty (30) days prior to the expiration.</MiscellaneousText>
    <Section>F</Section>
  </MiscellaneousTextDetails>
</GroupMiscellaneousText>
...```

4.1.5 Addresses

Implementation Guidance: Addresses are captured in a standardized format throughout the schema and may have codes, contacts, and acceptance/inspectance information as well as the address.

As seen in the schema views below, the following elements are available:

- **<AddressDescription> or <AlternateAddressDescription>** - Used to describe the type of address. 
  `<AddressDescription>` is populated from a list of the most commonly used addresses such as “Requiring Activity” and “Ship To”. The `<AlternateAddressDescription>` element is used only when there is no applicable value on the commonly used address list.

- **<Address>** - Used for organization identifiers such as CAGE and DoDAAC, as well as the actual address if needed. If the address is provided, it must be in one of three formats: U.S. Postal, DoD Business Enterprise Architecture, or free form text. In addition, longitude and latitude coordinates may be provided.

  **Note:** It is recommended that if using an organization identifier such as CAGE or DoDAAC, the actual address is not provided in the XML, but instead pulled from the authoritative source such as the System for Award Management or the DoDAAD.

- **<Contact>** - If desired, contains one or more points of contact for the address.

- **<AcceptanceInspection>** - When the address is an inspection or acceptance address, used to provide acceptance and inspection instructions.
**Schema View – Organization ID:**

- **OrganizationID**
  - **OrganizationID**
  - **OrganizationID**
  - **OrganizationID**
  - **OrganizationID**
  - **OrganizationID**
  - **OrganizationID**
  - **OrganizationID**
  - **OrganizationID**

- **AgencyCode**
  - A four character code used for reporting in budgeting. The code is required to identify requesting agencies, i.e., the agency that provided the initial requirements. Must be provided when Address Description is “Required Activity”.

- **AgencyLocationCode**
  - Identifies the accounting office of the agency that reports disbursements and collections to Treasury. See the SFIS Values Library Service for the list of values.

- **BusinessPartnerNetworkNumber**
  - Four character extension to the Business Partner Network Number. Optional.
  - Business Partner Network Number must be provided.

- **Cage**
  - DUNS Commercial and Government Entity

- **CountryCode**
  - The three alpha character code of the country. See ISO 3166 from the International Organization for Standardization for the correct values.

- **DemanderCode**
  - A six digit numeric code denoting the Service Oiling Authority on a telecommunications document.

- **DoDAAC**
  - DODAAC: Department of Defense Activity Address Code.

- **DUNS**
  - DUNS: Data Universal Numbering System Identifier with four character suffix.

- **DUNSNumber**
  - DUNS: Data Universal Numbering System Identifier.

*Continued on next page...*
**Schema View – Organization ID cont.:**

- **Mail**
  - MAPAC: Military Assistance Program Address Code

- **OUID**
  - Organization Unique Identifier

- **SocialSecurityNumber**
  - Number obtained from the Social Security Administration (SSA) that identifies an individual.

- **EmployerIdentificationNumber**
  - An Employer Identification Number (EIN) issued by the IRS and used to identify a business entity. Also known as a federal tax identification number.

- **Zone**
  - Delivery Zones: Values include "CONUS", "WORLD".

- **PostalCodeType**
  - Postal code used in the United States.

  - **USZipCode**
    - 5 digit postal code used in the United States.

  - **USZipCodeExtension**
    - 4 digit postal code extension used in the United States.

  - **ForeignPostalCode**
    - Postal zone designation for non-US addresses.

- **AlternateIdentifierType**
  - A brief title or description of the alternate identifier.

  - **Description**
    - The value of the alternate identifier.

  - **Value**
**Schema View – Contact:**

- **ContactType**
  - **TitleOrFunction**
    - The title or function of the person or entity.
  - **Name**
    - Name of the person or entity.
  - **Grade**
    - The grade of the person when applicable.
  - **OfficeCode**
    - Additional information such as the Org Code that further identifies a contact. For example, "AIR-2.5.2", "SHA-PC", etc.

- **ContactMethod**
  - The method to be used to contact the person or entity. (see list)

- **MethodDescription**
  - The method to be used to contact the person or entity. (see list)

- **MethodValue**
  - The communication details denoted by the value in Method Description.

**Schema View – Free Form Address:**

- **FreeFormAddressType**
  - **AddressLine1**
    - The first line of the address.
  - **AddressLine2**
    - The second line of the address if needed.
  - **AddressLine3**
    - The third line of the address if needed.
  - **AddressLine4**
    - The fourth line of the address if needed.

**FreeFormAddress**

The address in free form text.
Schema View – US Postal Address:

- **USPostalAddressType**
  - **NonAddressInformation**
    - Contains information that is not required by the US Postal Service for distribution and delivery. For example, a mailstop code. When provided, it is the first line of a printed address.
  - **AttentionLine**
    - The person or entity within the Recipient to whom the mail should be directed. In a printed address, it is placed above the Recipient line.
  - **Recipient**
    - Person or entity. In the printed address, it is placed above the Delivery Address line or, if provided, the Alternate Address location line.
  - **AlternateAddressLine**
    - Provided when Delivery Address Line cannot carry the complete address. For example, Apt C. In a printed address, it is placed above Delivery Address line.
  - **DeliveryAddressLine**
    - The address line. In a printed address, it is placed above the City/State line.

- **USPostalAddress**
  - **City**
    - The designator that distinguishes one city from another.
  - **MilitaryOrFederalOverseas**
    - The designator that distinguishes one Army/Air Force Post Office (APO), Mail Pouch Post Office (MPPO), or Diplomatic Post Office (DPO) from another. (see list)
  - **StateOrProvince**
    - Designates the State, Province, or Territory within a country.

- **PostalCode**
  - **PostalCode**
    - The designator that distinguishes one postal zone from another.
  - **Country**
    - The textual name of the country. See ISO 3166 from the International Organization for Standardization for the exact values.

- **PostalCodeType**
  - **USZipCode**
    - 5 digit postal code used in the United States.
  - **USZipCodeExtension**
    - 4 digit postal code extension used in the United States.
  - **ForeignPostalCode**
    - Postal zone designator for non-US addresses.
**Schema Location:**

Major Paths:
- ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentAddresses
- ProcurementDocument/PurchaseRequest/PurchaseRequestLineItems/LineItems/Addresses
- ProcurementDocument/AwardModificationRequestInformation/AwardModificationRequestDetails/ProcurementInstrumentHeader/ProcurementInstrumentAddresses
- ProcurementDocument/AwardModificationRequestInformation/AwardModificationRequestDetails/ContractLineItems/LineItems/ChangedLineItems/CurrentLineItem/Addresses
- ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/MultipleLineItemsInformation/GroupAddresses/ItemAddresses

**Note:** The Major Paths apply to the subsequent examples.

### 4.1.5.1 Free Form Address

This format is used when the address is not structured but in a text format.

**Schema Location:**

**Major Paths:** See section 4.1.5.

- @AddressDescription/“Service Performance Site”
- @Address/OrganizationID/EmployerIdentificationNumber/“061208861”
- @Address/OrganizationNameAddress/OrganizationName/“Orbital Sciences Corporation”
- @Address/OrganizationNameAddress/OrganizationAddress/FreeFormAddress/AddressLine1/“3380 S PRICE RD”
- @Address/OrganizationNameAddress/OrganizationAddress/FreeFormAddress/AddressLine2/“CHANDLER, AZ 85248-3534”

**XML Sample:**

```xml
...<AddressDescription>Service Performance Site</AddressDescription>
<Address>
  <OrganizationID>
    <EmployerIdentificationNumber>061208861</EmployerIdentificationNumber>
  </OrganizationID>
  <OrganizationNameAddress>
    <OrganizationName>Orbital Sciences Corporation</OrganizationName>
    <OrganizationAddress>
      <FreeFormAddress>
        <AddressLine1>3380 S PRICE RD</AddressLine1>
        <AddressLine2>HANDLE, AZ 85248-3534</AddressLine2>
      </FreeFormAddress>
    </OrganizationAddress>
  </OrganizationNameAddress>
</Address>
...
```

### 4.1.5.2 Acceptance/Inspection plus Contact Information

This illustrates how to provide acceptance and inspection instructions when an acceptance and/or inspection address is provided as well as how to provide a point of contact.
**Schema Location:**

**Major Paths:** See section 4.1.5.

- @ AddressDescription/ “Acceptance Location”
- @ Address/ OrganizationID/ DoDAAC/ “S0530A”
- @ AcceptanceInspection/ Action/ “Acceptance”
- @ AcceptanceInspection/ Location/ “Destination”
- @ AcceptanceInspection/ Instruction/ “Perform prior to unloading”
- @ Contact/ Name/ “Martin Brown”
- @ Contact/ ContactMethod/ “Telephone”
- @ Contact/ MethodValue/ “(703) 427-8892”
- @ Contact/ ContactMethod/ “FAX”
- @ Contact/ MethodValue/ “(703) 427-8895”

**XML Sample:**

```xml
...<AddressDescription>Acceptance Location</AddressDescription>
<Address>
    <OrganizationID>
        <DoDAAC>S0530A</DoDAAC>
    </OrganizationID>
</Address>
<Contact>
    <Name>Martin Brown</Name>
    <ContactMethod>
        <MethodDescription>Telephone</MethodDescription>
        <MethodValue>(703) 427-8892</MethodValue>
    </ContactMethod>
    <ContactMethod>
        <MethodDescription>Fax</MethodDescription>
        <MethodValue>(703) 427-8895</MethodValue>
    </ContactMethod>
</Contact>
<AcceptanceInspection>
    <Action>Acceptance</Action>
    <Location>Destination</Location>
    <Instructions>Perform prior to unloading</Instructions>
</AcceptanceInspection>
...
```

**Note:** Because the DoDAAC was provided, the actual address is not needed since it is expected to be pulled from the DoDAAD.

4.1.5.3 Real Property Address plus Organization Coordinates

This format is used when the address is following the DoD Business Enterprise Architecture (BEA). It also shows how to provide longitude and latitude coordinates.

**Note:** Although the current version of the BEA is 11.0, the PRDS schema and validations are based on BEA 4.1.
**Schema Location:**

**Major Paths:** See section 4.1.5.

@ AddressDescription/ “Construction Site”
@ Address/ OrganizationID/ ShippingPostalCode/ USZipCode/ “92647”
@ Address/ OrganizationNameAddress/ OrganizationName/ “Waste Water Treatment Plant”
@ Address/ OrganizationNameAddress/ OrganizationAddress/ RealPropertyAddress/ StreetName/ “Bolsa”
@ Address/ OrganizationNameAddress/ OrganizationAddress/ RealPropertyAddress/ StreetTypeCode/ “AVE”
@ Address/ OrganizationNameAddress/ OrganizationAddress/ RealPropertyAddress/ GSAGLCCityCode/ “1660”
@ Address/ OrganizationNameAddress/ OrganizationAddress/ RealPropertyAddress/ GSAGLACountryPrimaryDivisionCode/ “006”
@ Address/ OrganizationNameAddress/ OrganizationAddress/ RealPropertyAddress/ GSAGLACountrySubdivisionCode/ “059”
@ Address/ OrganizationNameAddress/ OrganizationAddress/ RealPropertyAddress/ CountryName/ “UNITED STATES OF AMERICA (THE)”
@ Address/ OrganizationNameAddress/ OrganizationAddress/ RealPropertyAddress/ PostalZoneCode/ “92647”
@ Address/ OrganizationNameAddress/ OrganizationCoordinates/ Latitude/ “33.74779”
@ Address/ OrganizationNameAddress/ OrganizationCoordinates/ Longitude/ “-118.03742”

**XML Sample:**

```xml
...<AddressDescription>Construction Site</AddressDescription>
<Address>
  <OrganizationID>
    <ShippingPostalCode>
      <USZipCode>92647</USZipCode>
    </ShippingPostalCode>
  </OrganizationID>
  <OrganizationNameAddress>
    <OrganizationName>Waste Water Treatment Plant</OrganizationName>
    <OrganizationAddress>
      <RealPropertyAddress>
        <StreetName>Bolsa</StreetName>
        <StreetTypeCode>AVE</StreetTypeCode>
        <GSAGLCCityCode>1160</GSAGLCCityCode>
        <GSAGLACountryPrimaryDivisionCode>006</GSAGLACountryPrimaryDivisionCode>
        <GSAGLACountrySubdivisionCode>059</GSAGLACountrySubdivisionCode>
        <CountryName>UNITED STATES OF AMERICA (THE)</CountryName>
        <PostalZoneCode>92647</PostalZoneCode>
      </RealPropertyAddress>
    </OrganizationAddress>
    <OrganizationCoordinates>
      <Latitude>33.74779</Latitude>
      <Longitude>-118.03742</Longitude>
    </OrganizationCoordinates>
  </OrganizationNameAddress>
</Address>...
```
4.1.5.4 US Postal Address

This example demonstrates how to use the US Postal option for the address.

**Schema Location:**

**Major Paths:** See section 4.1.5.

```
@ AlternateAddressDescription/ "Record Retention Location"
@ Address/ OrganizationID/ AlternateIdentifier/ Description/ "Local Code"
@ Address/ OrganizationID/ AlternateIdentifier/ Value/ "S0302A – 129A"
@ Address/ OrganizationNameAddress/ OrganizationName/ "RR Storage"
@ Address/ OrganizationNameAddress/ OrganizationAddress/ USPostalAddress/ Recipient/ "Human Resources Office"
@ Address/ OrganizationNameAddress/ OrganizationAddress/ USPostalAddress/ DeliveryAddressLine/ "3421 Spearhead Way"
@ Address/ OrganizationNameAddress/ OrganizationAddress/ USPostalAddress/ City/ "Fort Knox"
@ Address/ OrganizationNameAddress/ OrganizationAddress/ USPostalAddress/ StateOrProvince/ "KY"
@ Address/ OrganizationNameAddress/ OrganizationAddress/ USPostalAddress/ PostalCode/ USZipCode/ "40122"
@ Address/ OrganizationNameAddress/ OrganizationAddress/ USPostalAddress/ Country/ "UNITED STATES OF AMERICA (THE)"
```

**XML Sample:**

```
...<ProcurementInstrumentAddresses>
  <AlternateAddressDescription>Record Retention Location</AlternateAddressDescription>
  <Address>
    <OrganizationID>
      <AlternateIdentifier>
        <Description>Local Code</Description>
        <Value>S0530A – 129A</Value>
      </AlternateIdentifier>
    </OrganizationID>
    <OrganizationNameAddress>
      <OrganizationName>RR Storage</OrganizationName>
      <OrganizationAddress>
        <USPostalAddress>
          <Recipient>Human Resources Office</Recipient>
          <DeliveryAddressLine>3421 Spearhead Way</DeliveryAddressLine>
          <City>Fort Knox</City>
          <StateOrProvince>KY</StateOrProvince>
          <PostalCode>
            <USZipCode>40122</USZipCode>
          </PostalCode>
          <Country>UNITED STATES OF AMERICA (THE)</Country>
        </USPostalAddress>
      </OrganizationAddress>
    </OrganizationNameAddress>
  </Address>
...<ProcurementInstrumentAddresses>
```

4.1.6 Currency

**Implementation Guidance:** When a PR is issued in a foreign currency or the requested goods or services will be paid in a foreign currency, the `<HeaderCurrency>` section should be provided. When not provided, it is assumed that U. S. dollars is used.

The currency name must be found in ISO 4217 from the International Organization for Standardization (ISO). If a currency element is provided, the `exchangeRate` attribute must also be provided. This rate indicates the currency’s value in comparison to the U. S. dollar.
**Schema Location:**

**Major Path:** ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ ProcurementInstrumentAmounts/ HeaderCurrency

@ BuyingCurrency / “Sol” (exchangeRate = “3.488“)
@ PayingCurrency / “Euro” (exchangeRate = “0.9049“)

**XML Sample:**

```
...<ProcurementInstrumentAmounts>
    <HeaderCurrency>
        <BuyingCurrency exchangeRate="3.488">Sol</BuyingCurrency>
        <PaymentCurrency exchangeRate="0.9049">Euro</PaymentCurrency>
    </HeaderCurrency>
...<ProcurementInstrumentAmounts>
```

4.1.7 Committed Amounts

**Implementation Guidance:** A commitment is an administrative reservation of funds for the products or services being requested. The <CommittedAmounts> section at the document level captures the line of accounting, committed amounts, Accounting Classification Reference Numbers (ACRN), and Commitment Identification Numbers (CIN). At the line, the committed amount is captured along with an ACRN and/or CIN to identify the line of accounting for that line.

**NOTE:** The <AgencyAccountingIdentifier> was intended for FDIP transactions and is not used at this time. The line of accounting information must be supplied at the header.
Schema View – Header:

CommittedAmountType

CommittedAmount
Committed amount.

AccountingReferenceNumber
The Commitment Identification Number (CIN) and/or Accounting Classification Reference Number (ACRN) that refers to a committed amount. One or both must be provided.

ACRN
The Accounting Classification Reference Number (ACRN) associated with the committed amount. Required on inter-governmental transactions.

CommitmentIdentificationNumber
One or more Commitment Identification Numbers (CIN) associated with the committed amount.

CommittedAmounts

TransportationAccountCode
The transportation account code (TAC).

AccountingIdentifierType

AccountingIdentifier
Reference to the segment's accounting system. Used instead of the line of accounting.

TransportationAccountCode
Transportation Account Code (TAC)

Blob

LooDetails
Financial information related to a line of accounting.

LOA

LOA
The Line Of Accounting represented by its individual components.

ComponentTitle
Component description (see list)

ComponentValue
The value of the component listed in Component Title.

SLOAComponentTitle
SLOA Component description (see list)

SLOAComponentValue
The value of the component listed in SLOA Component Title.
Schema View – Line:

Schema Location:

Major Path - Header: ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ ProcurementInstrumentAmounts/ CommittedAmounts/

ACRN AA: @ CommittedAmounts/ “80000”
@ AccountingReferenceNumber/ ACRN/ “AA”
@ LoaDetails/ Blob/ “^F1^AF1^W543^7655^C^0041^W3211^S^Y04^RT08^F44600^LAFB4532GF840011^W81154560707000”

ACRN AB: @ CommittedAmounts/ “70000”
@ AccountingReferenceNumber/ ACRN/ “AB”
@ AccountingReferenceNumber/ CommitmentIdentificationNumber/ “N00011021900002”
@ AccountingReferenceNumber/ CommitmentIdentificationNumber/ “N00011021900003”
@ LoaDetails/Blob/ “9720400 1320 H521 P2P30 2525 DPAC 2 5089 S12136 63767E”

CIN N00011021900004: @ CommittedAmounts/ “600”
@ AccountingReferenceNumber/ CommitmentIdentificationNumber/ “N00011021900004”
@ LoaDetails/ Blob/ “9710400 1320 H521 P1P30 2525 DPAC 5 5365 S12136 89023E”

Major Path – Line: ProcurementDocument/ PurchaseRequest/ PurchaseRequestLineItems/ Lineltems/ LineltemAmounts/ ItemCommittedAmount/

Line 0001: @ ItemCommittedAmount/ “80000”
@ AccountingReferenceNumber/ ACRN/ “AA”

Line 0002: @ ItemCommittedAmount/ “40000”
@ AccountingReferenceNumber/ ACRN/ “AB”
@ AccountingReferenceNumber/ CommitmentIdentificationNumber/ “N00011021900002”
Line 0003: @ ItemCommittedAmount / “30000”
    @ AccountingReferenceNumber/ ACRN/ “AB”
    @ AccountingReferenceNumber/ CommitmentIdentificationNumber/ “N00011021900003”

Line 0004: @ ItemCommittedAmount / “600”
    @ AccountingReferenceNumber/ CommitmentIdentificationNumber/ “N00011021900004”

XML Sample - Header:

```
…<ProcurementInstrumentHeader>

    …
    <CommittedAmounts>
        <CommittedAmount>80000</CommittedAmount>
        <AccountingReferenceNumber>
            <ACRN>AA</ACRN>
        </AccountingReferenceNumber>
        <LOADetails>
            <Blob>^F1^AF1^^W543^7655^C^0041^^Y04^^RT08^^^^F44600^LAFB4542GF840001^^^^WJ8115456070
                700^^^</Blob>
        </LOADetails>
    </CommittedAmounts>
    <CommittedAmounts>
        <CommittedAmount>70000</CommittedAmount>
        <AccountingReferenceNumber>
            <ACRN>AB</ACRN>
        </AccountingReferenceNumber>
        <LOADetails>
            <Blob>9720400 1320 HS21 P2P30 2525 DPAC 2 5089 S12136 63767E</Blob>
        </LOADetails>
    </CommittedAmounts>
    …
    <CommittedAmounts>
        <CommittedAmount>600</CommittedAmount>
        <AccountingReferenceNumber>
            <CommitmentIdentificationNumber>N00011021900004</CommitmentIdentificationNumber>
        </AccountingReferenceNumber>
        <LOADetails>
            <Blob>9720400 1320 HS21 P2P30 2525 DPAC 5 5356 S12136 89023E</Blob>
        </LOADetails>
    </CommittedAmounts>

…</ProcurementInstrumentHeader>

…
XML Sample – Lines 0001, 0002, and 0003:

...<LineItems>
  <LineItemIdentifier><DFARS>
    <LineItem><LineItemType>CLIN</LineItemType>
      <LineItemBase>0001</LineItemBase>
    </LineItem>
    </DFARS>
  </LineItemIdentifier>
...
  <LineItemAmounts>
    <ItemCommittedAmount>
      <CommittedAmount>80000</CommittedAmount>
      <AccountingReferenceNumber>
        <ACRN>AA</ACRN>
      </AccountingReferenceNumber>
    </ItemCommittedAmount>
  </LineItemAmounts>
...<LineItems>
  <LineItemIdentifier><DFARS>
    <LineItem><LineItemType>CLIN</LineItemType>
      <LineItemBase>0002</LineItemBase>
    </LineItem>
    </DFARS>
  </LineItemIdentifier>
...
  <LineItemAmounts>
    <ItemCommittedAmount>
      <CommittedAmount>40000</CommittedAmount>
      <AccountingReferenceNumber>
        <ACRN>AB</ACRN>
      </AccountingReferenceNumber>
    </ItemCommittedAmount>
    <CommitmentIdentificationNumber>N00011021900002</CommitmentIdentificationNumber>
  </LineItemAmounts>
...<LineItems>
  <LineItemIdentifier><DFARS>
    <LineItem><LineItemType>CLIN</LineItemType>
      <LineItemBase>0003</LineItemBase>
    </LineItem>
    </DFARS>
  </LineItemIdentifier>
...
  <LineItemAmounts>
    <ItemCommittedAmount>
      <CommittedAmount>30000</CommittedAmount>
      <AccountingReferenceNumber>
        <ACRN>AB</ACRN>
      </AccountingReferenceNumber>
    </ItemCommittedAmount>
    <CommitmentIdentificationNumber>N00011021900003</CommitmentIdentificationNumber>
  </LineItemAmounts>
</LineItems>...
XML Sample – Line 0004:

```xml
...<LineItems>
  <LineItemIdentifier>
    <DFARS>
      <LineItem>Type>CLIN</LineItem>Type>
      <LineItemBase>0004</LineItemBase>
    </LineItem>
  </DFARS>
  <LineItemIdentifier>
...<LineItemAmounts>
  <ItemCommittedAmount>
    <CommittedAmount>600</CommittedAmount>
    <AccountingReferenceNumber>
      <CommitmentIdentificationNumber>N00011021900004</CommitmentIdentificationNumber>
    </AccountingReferenceNumber>
  </ItemCommittedAmount>
...<LineItemAmounts>
</LineItems>
...```

4.1.8 Attachments

**Implementation Guidance:** Additional information can be added to the PR as an attachment. A list of the most common attachments is defined and provided in the `<StandardAttachment>` element. If an attachment is not listed, then a description is provided in the `<OtherAttachment>` element.

Even in an unclassified PR, an attachment may or may not be classified. The absence of the `attachmentSecurityLevel` attribute in the `<AttachmentName>` element indicates that the attachment is unclassified. An attachment can be provided or referenced in three ways:

- Include the attachment as binary text (unclassified only). The data format (Microsoft Word, Lotus 123, etc.) of the attachment must be provided as well.
- Specify the attachment’s location by an URL.
- List the attachment but provide neither an URL nor include as binary text.
Schema View:

- **AttachmentType**
  - **AttachmentDescription**: A description of the attached document.
  - **AttachmentBinaryText**: The attachment contains binary text. Cannot be provided when AttachmentSecurityLevel attribute is populated.
  - **AttachmentDate**: The date of the attachment in CCYY-MM-DD format.
  - **AttachmentDataFormat**: The format of the attachment such as Microsoft Word, Lotus 1-2-3 etc. (see list)
  - **AttachmentName**: The name of the attachment including version number if applicable e.g., MS-STD-250.
  - **AttachmentNumber**: An identifier used within the award document to reference the attachment.
  - **AttachmentReferenceIdentifier**: A number such as a NIST-STD Number that describes the attachment.
  - **AttachmentURL**: The URL of where the attachment is located on the World Wide Web.
  - **ServicingAgency**: On an interservicemen transaction, indicates that the attachment was provided by the servicing agency. (see list)

- **ProcurementInstrumentAttachment**: Identifies paperwork that is required to be attached to the procurement instrument.
**Schema Location:**

**Major Path:**

ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ ProcurementInstrumentAttachments

**Unclassified, binary text:**

@ AttachmentDescription/ OtherAttachment/ "E-Record Attachment"
@ AttachmentName/ "MPIR (448-2) Report"
@ AttachmentBinaryText/ "JVBERi0xLjQKMSAwIG9iago8PAovQ3JlYXRvciAoT3JhY2xIbMTBnUjIgQVMgUmVwWbJ0cyBTZ2JiaWNIcWcKLONyZWF0aW9uRGF0ZSAoRDoyMDE4MDgxNjEyMjUyOSkKLO1vZEhdUGkEQE6MJAxODA4MTYxMjI1MjhpCi9Qcm9kdWNiciAoT3JhY2xIFBE RiB1cm1zL2lpCi9UaXRsZSAbbWVzY2tJMy5oMDE4MDgxNjEyMjUyOSkKJFIJc9yHMPcJ4+CmVuZG9iago1IDAgb2JqCjw8L0xlbmd0aCZIDAgUgovRmLs
dGVyIjfsVQVNDSUk4NURlY29kZSAvTTTS4+mTBEZVNEvZGVdCj4+CnN0cmVhQkQlYXVl
TT1gYD1JUnE4SDItVHRaVhboC0tXzxxL21KNE1YRis5UzpyN1ZaYUAtLmxmXbU02

**Classified, URL:**

@ AttachmentDescription/ OtherAttachment/ "Drawings"
@ AttachmentName/ "HC1011-15-D-0001 CA191" (attachmentSecurityLevel = "Secret")
@ AttachmentURL/ "https://abc.osd.mil"

**Unclassified, no URL or binary text:**

@ AttachmentDescription/ OtherAttachment/ "Market Survey"
@ AttachmentName/ "Purdue Poultry 20170618"
XML Sample - Header:

...<!-- Unclassified, binary text -->
<ProcurementInstrumentAttachments>
  <AttachmentDescription>
    <OtherAttachment>E-Record Attachment</OtherAttachment>
  </AttachmentDescription>
  <AttachmentBinaryText>...
  </AttachmentBinaryText>
</ProcurementInstrumentAttachments>
...
**Note:** The values for `<FundingStatusDescription>` along with their definitions is provided in section 3.4 – Funding Statuses.

**Schema View:**
**Schema Location:**

**Major Path:** ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ ProcurementInstrumentDates/ FundingStatus

- @ FundingStatusDescription/ “Certified”
- @ FundingStatusDateTime/ “2017-12-05T09:30:35”
- @ SystemCertifier/ DITPRNumber/ “16692”
- @ SystemCertifier/ SystemAdministratorDoDAAC/ “H00001”

**XML Sample:**

```
<FundingStatus>
  <FundingStatusDescription>Certified</FundingStatusDescription>
  <FundingStatusDateTime>2017-12-05T09:30:35</FundingStatusDateTime>
  <SystemCertifier>
    <DITPRNumber>16692</DITPRNumber>
    <SystemAdministratorDoDAAC>H00001</SystemAdministratorDoDAAC>
  </SystemCertifier>
</FundingStatus>
```
4.1.10 Purchase Request Status

**Implementation Guidance:** Depending on the PR system’s workflow, multiple entities may need to approve, disapprove, or cancel a PR. These actions may be provided in the `<PurchaseRequestStatus>` section of the schema.

**Schema View:**

![Schema Diagram](image)

- **EntityDescription**: Describes which entity provided the status. (see list)
- **StatusDateTime**: The date and time of the status in Coordinated Universal Time (UTC), in YYYY-MM-DD/HHmmss format.
- **PurchaseRequestStatus**: The status of the intra-governmental transaction or purchase request. If the seller or an intra-governmental transaction rejects the transaction, must provide an iteration where Entity Description is "Program Office - Servicing Agency" with the Disapproved section.
  - **Approved**: The purchase request or intra-governmental transaction has been approved.
    - **ApprovedDetails**: The entity that issued the approved status.
    - **Approver**: Contact information for the approver.
  - **Disapproved**: The purchase request or intra-governmental transaction has been rejected.
    - **DisapprovedDetails**: The entity that issued the rejected status.
    - **Disapprover**: Contact information for the disapprover.
  - **Cancelled**: The purchase request or intra-governmental transaction has been cancelled.
    - **CancelledDetails**: The entity that issued the cancelled status.
    - **Canceller**: Contact information for the canceller.
**Schema Location:**

**Major Path:** ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ ProcurementInstrumentDates/ PurchaseRequestStatus/

@ EntityDescription/ "Budget Office"
@ StatusDateTime/ "2017-12-05T09:30:35"
@ Disapproved/ Comment/ "Funds not available at this time."
@ Disapproved/ DisapprovalDetails/ Disapprover/ Name/ "Nancy Bernot"
@ Disapproved/ DisapprovalDetails/ Disapprover/ ContactMethod/ "Email"
@ Disapproved/ DisapprovalDetails/ Disapprover/ MethodValue/ "nancy.bernot@mail.mil"

**XML Sample:**

```
...<PurchaseRequestStatus>
   <EntityDescription>Budget Office</EntityDescription>
   <StatusDateTime>2017-12-05T-9:30:35</StatusDateTime>
   <Disapproved>
      <Comment>Funds not available at this time.</Comment>
      <DisapprovalDetails>
         <Disapprover>
            <Name>Nancy Bernot</Name>
            <ContactMethod>
               <MethodDescription>Email</MethodDescription>
               <MethodValue>nancy.bernot@mail.mil</MethodValue>
            </ContactMethod>
         </Disapprover>
      </DisapprovalDetails>
   </Disapproved>
</PurchaseRequestStatus>
...```

4.1.11 Requester

**Implementation Guidance:** The name, contact information, and signature date of the individual who created the PR is provided in the <Requester> section of the schema.

**Schema View:**

![Schema Diagram]

**Schema Location:**

**Major Path:** ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ ProcurementInstrumentDates/ Requester

- @ SignatureDate/ "2018-06-01"
- @ SigneeDetails/ Name/ "Jennifer Smith"
- @ SigneeDetails/ ContactMethod/ MethodDescription/ "Email"
- @ SigneeDetails/ MethodValue/ "jennifer.smith@mail.mil"

**XML Sample:**

```xml
...<Requester>
   <SignatureDate>2018-06-01</SignatureDate>
   <SigneeDetails>
      <Name>Jennifer Smith</Name>
      <ContactMethod>
         <MethodDescription>Email</MethodDescription>
         <MethodValue>jennifer.smith@mail.mil</MethodValue>
      </ContactMethod>
   </SigneeDetails>
...</requester>
...```

4.2 Business Rules – All Purchase Request Types

These business rules apply to all Purchase Requests.

4.2.1 Special Characters

**Rule:** XML has five characters that have predefined entity references. If these characters are used in the data, they must be escaped (replaced with their entity references):

<table>
<thead>
<tr>
<th>Character</th>
<th>Entity Reference</th>
<th>HTML Encoding</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>&lt;</code></td>
<td><code>&amp;lt;</code></td>
<td><code>&amp;#60;</code></td>
</tr>
<tr>
<td><code>&gt;</code></td>
<td><code>&amp;gt;</code></td>
<td><code>&amp;#62;</code></td>
</tr>
<tr>
<td><code>&amp;</code></td>
<td><code>&amp;amp;</code></td>
<td><code>&amp;#38;</code></td>
</tr>
<tr>
<td><code>&quot;</code></td>
<td><code>&amp;quot;</code></td>
<td><code>&amp;#34;</code></td>
</tr>
<tr>
<td><code>'</code></td>
<td><code>&amp;apos;</code></td>
<td><code>&amp;#39;</code></td>
</tr>
</tbody>
</table>

In addition, PRDS is defined to use the UTF-8 character set. Any character that is not included in that list must be replaced with either their entity reference if it exists or with their HTML encoding. The use of “CDATA” is not allowed. A few examples are:

<table>
<thead>
<tr>
<th>Character</th>
<th>Entity Reference</th>
<th>HTML Encoding</th>
</tr>
</thead>
<tbody>
<tr>
<td>¢</td>
<td><code>&amp;cent;</code></td>
<td><code>&amp;#162;</code></td>
</tr>
<tr>
<td>£</td>
<td><code>&amp;pound;</code></td>
<td><code>&amp;#163;</code></td>
</tr>
<tr>
<td>½</td>
<td><code>&amp;frac12;</code></td>
<td><code>&amp;#189;</code></td>
</tr>
<tr>
<td>“</td>
<td><code>&amp;ldquo;</code></td>
<td><code>&amp;#8220;</code></td>
</tr>
<tr>
<td>”</td>
<td><code>&amp;rdquo;</code></td>
<td><code>&amp;#8221;</code></td>
</tr>
<tr>
<td>Σ</td>
<td></td>
<td><code>&amp;#425;</code></td>
</tr>
<tr>
<td>ß</td>
<td></td>
<td><code>&amp;#711;</code></td>
</tr>
<tr>
<td>b</td>
<td></td>
<td><code>&amp;#384;</code></td>
</tr>
</tbody>
</table>

For example, if the text “100’ of Communications Rope” is placed in the `<ProductServiceDescription>` element, the apostrophe would be escaped with ‘&apos;,” resulting in “100&amp;apos; of Communications Rope”. The XML would be the following:

```xml
<ProductServiceDescription>100&amp;apos; of Communications Rope</ ProductServiceDescription>
```

**Note:** Many xml viewers convert the escaped characters to the character they represent in their display; thus, if checking for the encoding, a product that shows the actual text of the XML must be used.

A complete set of characters with both the HTML encoding and the Entity Reference if available may be found at [http://www.utf8-chartable.de/unicode-utf8-table.pl](http://www.utf8-chartable.de/unicode-utf8-table.pl).

4.2.2 Empty XML Elements

**Rule:** PRDS does not accept empty elements. An element is considered to be empty when it has one of the following formats:

- `<Year></Year>`
- `<Year> </Year>`
- `<Year/>`

4.2.3 Public Standards Compliance

**Rule:** Certain public standards need to be followed as part of the PRDS business rules. These include enumeration lists for currency, country, etc. as published by various authoritative sources. Always provide names or descriptions of the entity and not the code unless directly specified.
• **Country**: Follow the International Organization for Standardization (ISO) 3166 for providing country names.
• **Currency**: Follow the International Organization for Standardization (ISO) 4217 for providing currency details.

### 4.2.4 Date, Time, Currency, and Percentage Formats

**Rule**: For dates, times, and percentages, follow the following formats:

- **Currency**: Provide the textual name of the currency from ISO 4217 from the International Organization for Standardization (ISO).
- **Date**: All dates must be specified as ‘CCYY-MM-DD’ format unless otherwise specified in the annotation in the schema. ‘CCYY’ is the 4-digit year (including century), ‘MM’ is the 2-digit calendar month, and ‘DD’ is the 2-digit day of the month. Example: 1988-05-22 indicates the 22nd day of May 1988.
- **Time**: Indicate “Time” using a 24-hour clock in ‘HH:MI:SS’ format. ‘HH’ is the hour, ‘MI’ is the minute and ‘SS’ is the second. Example: 21-59-03 indicates 57 seconds before 10 PM.
- **Percentage**: For all percentages, include the decimal point. For example, express ‘4.25%’ as ‘4.25’.

### 4.2.5 Uniform Contract Format (UCF) and Construction Specification Institute (CSI)

**Rule**: Whether it is the Uniform Contract Format (UCF), Construction Specification Institute (CSI) Division, or CSI Section structure, only one may be used throughout the procurement instrument document. They cannot be mixed.

**Implementation**: At the following locations, either `<CSIDivision>`, `<CSISection>` or `<Section>` must be provided. The same element must be used in all locations that are contains in the XML. They cannot be mixed:

- `ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ReferenceNumber`
- `ProcurementDocument/PurchaseRequest/PurchaseRequestLineItems/LineItems/ReferenceNumber`
- `ProcurementDocument/AwardModificationRequestInformation/AwardModificationRequestDetails/ProcurementInstrumentHeader/ReferenceNumber/AddedReferenceNumber`
- `ProcurementDocument/AwardModificationRequestInformation/AwardModificationRequestDetails/ProcurementInstrumentHeader/ReferenceNumber/DeletedReferenceNumber`
- `ProcurementDocument/AwardModificationRequestInformation/AwardModificationRequestDetails/ProcurementInstrumentHeader/ReferenceNumber/ChangedReferenceNumber/CurrentReferenceNumber`
- `ProcurementDocument/AwardModificationRequestInformation/AwardModificationRequestDetails/ContractLineItems/LineItems/ChangedLineItems/CurrentLineItem/LineItemBasicInformation/MiscellaneousTextDetails`
- `ProcurementDocument/PurchaseRequest/PurchaseRequestLineItems/LineItems/LineItemBasicInformation/MiscellaneousTextDetails`
- `ProcurementDocument/AwardModificationRequestInformation/AwardModificationRequestDetails/ProcurementInstrumentHeader/BasicInformation/MiscellaneousTextDetails`
- `ProcurementDocument/AwardModificationRequestInformation/AwardModificationRequestDetails/ContractLineItems/LineItems/ChangedLineItems/CurrentLineItem/LineItemBasicInformation/MiscellaneousTextDetails`
- `ProcurementDocument/AwardModificationRequestInformation/AwardModificationRequestDetails/ContractLineItems/LineItems/ChangedLineItems/LineItemChangeTextDetails`
XML Sample - Valid:

```
...<BasicInformation>
  <MiscellaneousTextDetails>
    <MiscellaneousText>Any request for a period of performance extension shall be submitted to the Contracting Officer no later than thirty (30) days prior to the expiration.</MiscellaneousText>
    </MiscellaneousTextDetails>
</BasicInformation>
...<ReferenceNumber>
  <ReferenceDescription>Lot Number</ReferenceDescription>
  <ReferenceValue>A100C</ReferenceValue>
  <Section>F</Section>
</ReferenceNumber>
...```

XML Sample - Invalid:

```
...<BasicInformation>
  <MiscellaneousTextDetails>
    <MiscellaneousText>Any request for a period of performance extension shall be submitted to the Contracting Officer no later than thirty (30) days prior to the expiration.</MiscellaneousText>
    </MiscellaneousTextDetails>
<ReferenceNumber>
  <ReferenceDescription>Lot Number</ReferenceDescription>
  <ReferenceValue>A100C</ReferenceValue>
  <CSISection>00100</CSISection>
</ReferenceNumber>
...```

4.2.6 Purchase Request Identifier

**Rule:** The number assigned by the requesting agency is required unless the PR is a reimbursable IGT. When the PR is a reimbursable IGT, at least one of the numbers assigned by the requesting agency or by the Treasury’s Intragovernmental Transaction System is required. Both are allowed.

**Implementation – Non-Reimbursable:** An instance of `<.../PurchaseRequest/ProcurementInstrumentHeader/PurchaseRequestIdentifier>` where `<.../PurchaseRequestDescription>` = “Requesting Agency Order Number” must be provided when `<.../PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/IntraGovernmentalOrderInformation/FundingMethod>` is not “Reimbursable” or is not provided.

**Implementation – Reimbursable:** An instance of `<.../PurchaseRequest/ProcurementInstrumentHeader/PurchaseRequestIdentifier>` must be provided where `<.../PurchaseRequestDescription>` = “Requesting Agency Order Number” and/or “Intra-Governmental Order Number” when `<.../PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/IntraGovernmentalOrderInformation/FundingMethod>` = “Reimbursable”. 
XML Sample – Non-Reimbursable:

```xml
...<ProcurementInstrumentHeader>
  <PurchaseRequestIdentifier>
    <PurchaseRequestDescription>Requesting Agency Order Number</PurchaseRequestDescription>
  </PurchaseRequestIdentifier>
  <BasicInformation>
    <IntraGovernmentalOrderInformation>
      ...<FundingMethod>Direct Cite</FundingMethod>
    </IntraGovernmentalOrderInformation>
  </BasicInformation>
...</ProcurementInstrumentHeader>
...```

XML Sample – Reimbursable:

```xml
...<ProcurementInstrumentHeader>
  <PurchaseRequestIdentifier>
    <PurchaseRequestDescription>Intra-Governmental Order Number</PurchaseRequestDescription>
  </PurchaseRequestIdentifier>
  <BasicInformation>
    <IntraGovernmentalOrderInformation>
      ...<FundingMethod>Reimbursable</FundingMethod>
    </IntraGovernmentalOrderInformation>
  </BasicInformation>
...</ProcurementInstrumentHeader>
...```

4.2.7 Requiring Activity Address with DoDAAC and Agency Code

**Rule:** An address for the agency that provided the initial requirements must be provided on all purchase requests and must include its DoDAAC and Agency Code.

**Note:** Agency Code is a four character code that is used by USAspending.gov.

**Implementation:** An instance of `<ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ ProcurementInstrumentAddresses>` must be provided where `<.../AddressDescription>` is “Requiring Activity” with `<.../Address/ OrganizationID/ AgencyCode>` and `<.../Address/ OrganizationID/ DoDAAC>` populated.
**XML Sample:**

```
…
<ProcurementInstrumentAddresses>
  <AddressDescription>**Requiring Activity**</AddressDescription>
  <Address>
    <OrganizationID>
      <AgencyCode>9700</AgencyCode>
      <DoDAAC>N20003</DoDAAC>
    </OrganizationID>
    …
  </Address>
</ProcurementInstrumentAddresses>
…
```

### 4.2.8 Addresses Requiring a DoDAAC

**Rule:** A DoDAAC is required for the following addresses:

- Acceptance Location
- Contract Administration Office
- Contract Issuing Office
- Inspection and Acceptance Location
- Requiring Activity

**Implementation:** When `…/AddressDescription` contains one of the above list, `…/Address/OrganizationID/DoDAAC` must be provided.

**XML Sample:**

```
…
<AddressDescription>**Contract Administrative Office**</AddressDescription>
<Address>
  <OrganizationID>
    <DoDAAC>N20003</DoDAAC>
  </OrganizationID>
  …
</Address>
…
```
4.2.9 Addresses Requiring a DoDAAC, MAPAC, CAGE, or DUNS

**Rule:** At least one of DoDAAC, MAPAC, CAGE, 9-digit DUNS, or 13-position DUNS is required for the following addresses:

- Inspection Location
- Mark for Party
- Outside Inspection Agency
- Party to Receive Inspection
- Place of Performance
- Service Performance Site
- Ship To
- Shipment in Place Location

**Implementation:** When `<.../AddressDescription>` has a value from the above list, one or more of `<.../Address/OrganizationID/DoDAAC>`, `<.../Address/OrganizationID/Mapac>`, `<.../Address/OrganizationID/Cage>`, `<.../Address/OrganizationID/DunsNumber>`, or `<.../Address/OrganizationID/Duns4Number>` must be provided.

**XML Sample:**

```
...<AddressDescription>Shipment in Place Location</AddressDescription>
<Address>
  <OrganizationID>
    <Cage>U130Q9</Cage>
    <DunsNumber>091808832</DunsNumber>
  </OrganizationID>
...</Address>
...```

4.2.10 Remittance Address requires a DUNS

**Rule:** A nine or thirteen position DUNS number is required for a remittance address. Both may be provided.

**Implementation:** When `<.../AddressDescription> = “Remit To”`, one or both of `<.../Address/OrganizationID/DunsNumber>` or `<.../Address/OrganizationID/Duns4Number>` must be provided.

**XML Sample:**

```
...<AddressDescription>Remit To</AddressDescription>
<Address>
  <OrganizationID>
    <DunsNumber>167445928</DunsNumber>
  </OrganizationID>
...</Address>
...```

4.2.11 Generic CAGE/DUNS

**Rule:** A generic DUNS and its associated generic CAGE shall never be used on a PR because, according to Federal Acquisition Regulation (FAR) 4.605(c)(2) and Procedures, Guidance, and Information (PGI) section 204.6, the values cannot be used on a resulting contract. The generic CAGE and DUNS values are only used under specific circumstances for reporting to the Federal Procurement Data System (FPDS).
**Implementation:** `<.../ Address/ OrganizationID/ Cage>` and `<.../ Address/ OrganizationID/ DunsNumber>` must not contain the generic values.

**XML Sample – Valid CAGE/DUNS:**

```
...<Address>
  <OrganizationID>
    <Cage>1V2K2</Cage>
    <DunsNumber>T06831005</DunsNumber>
  </OrganizationID>
...<Address>
```

**XML Sample – Invalid Generic CAGE/DUNS:**

```
...<Address>
  <OrganizationID>
    <Cage>35HL9</Cage>
    <DunsNumber>167445928</DunsNumber>
  </OrganizationID>
...<Address>
```

---

**4.2.12 Acceptance/Inspection Entities**

**Rule:** When an address is provided for an accepting or inspecting entity, then information on the action (acceptance, inspection, both) to be taken and the location (source, destination, other) must be provided. If the address is not for an accepting or inspecting entity, do not provide information on the action and location.

**Implementation:** When `<.../ AddressDescription>` is “Acceptance Location”, “Authorized Accepting Official”, “Inspection Location”, “Inspection and Acceptance Location”, or “Outside Inspection Agency” then the `<.../ AcceptanceInspection>` section must be provided.

**XML Sample – Acceptance Location Address:**

```
...<ProcurementInstrumentAddresses>
  <AddressDescription>Acceptance Location</AddressDescription>
  <Address>
    ...
    <AcceptanceInspection>
      <Action>Acceptance</Action>
      <Location>Destination</Location>
      <Instructions>Open 1 out of 5 cartons.</Instructions>
    </AcceptanceInspection>
  </Address>
...<ProcurementInstrumentAddresses>
```
XML Sample – Other than Acceptance/Inspection Address:

```xml
...<ProcurementInstrumentAddresses>
    <AddressDescription>Mark for Party</AddressDescription>
    <Address>
        ...
    </Address>
</ProcurementInstrumentAddresses>
...```

4.2.13 Line Item Delivery Addresses

**Rule:** When providing a line item’s delivery address, it must be one of the following:

- Service Performance Site
- Ship To
- Shipment in Place Location
- Place of Performance

**Note:** In addition, a mark for address may be provided. No other addresses will be allowed.

**Implementation:** When an iteration of `<.../Delivery/ShipToAddress>` is provided, `<.../Delivery/ShipToAddress/AddressDescription>` must be “Service Performance Site”, “Ship To”, “Shipment in Place Location”, or “Place of Performance”. If a second iteration is provided, `<.../Delivery/ShipToAddress/AddressDescription>` must be “Mark for Party”.

XML Sample – One Delivery Address:

```xml
...<Delivery>
    ...
    <ShipToAddress>
        <AddressDescription>Place of Performance</AddressDescription>
        ...
    </ShipToAddress>
</Delivery>
...```

XML Sample – Two Delivery Addresses:

```xml
...<Delivery>
    ...
    <ShipToAddress>
        <AddressDescription>Ship To</AddressDescription>
        ...
    </ShipToAddress>
    <ShipToAddress>
        <AddressDescription>Mark for Party</AddressDescription>
        ...
    </ShipToAddress>
</Delivery>
...```
4.2.14 Recommended Pricing Arrangement

**Rule:** A recommended pricing arrangement is required unless the PR is an intragovernmental transaction that does not require a procurement action.

**Implementation:** `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/RecommendedPricingArrangement>` must be provided when either of the following is true:

- `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/IntraGovernmentalOrderInformation>` is not provided.
- `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/IntraGovernmentalOrderInformation>` is provided and `<…/IntraGovernmentalOrderInformation/ProcurementActionIndicator>` is not provided.

**XML Sample – Non-IGT PR:**

```
…
<BasicInformation>
  …
  <RecommendedPricingArrangement>
    <OrderDependent>true</OrderDependent>
  </RecommendedPricingArrangement>
  …
</BasicInformation>
…
```

**XML Sample – IGT requiring a Procurement Action:**

```
…
<BasicInformation>
  …
  <IntraGovernmentalOrderInformation>
    …
    <ProcurementActionIndicator>true</ProcurementActionIndicator>
    …
  </IntraGovernmentalOrderInformation>
  <RecommendedPricingArrangement>
    <PricingArrangementBase>Firm Fixed Price</PricingArrangementBase>
  </RecommendedPricingArrangement>
  …
</BasicInformation>
…
```

4.2.15 Attachment Data Format

**Rule:** When the attachment is included in the document as binary text, the data format of the attachment must be provided.

**Implementation:** When `<…/AttachmentBinaryText>` is provided then `<…/AttachmentDataFormat>` must be provided.

**XML Sample:**

```
…
<AttachmentDescription>
  <StandardAttachment>Drawings</StandardAttachment>
</AttachmentDescription>
<AttachmentBinaryText>JVBERi0xLjQNJeLjz9MNCjE4IDAgb2JqDTw8L0xpbmVhcmliZWQgMS9MID10MDly</AttachmentBinaryText>
<AttachmentDataFormat>ArchiCAD 3DModel File (PLN)</AttachmentDataFormat>
<AttachmentName>H11 Hovercraft Plans</AttachmentName>
…
```
4.2.16 Attachment Security Attribute

**Rule:** When an attachment has a security level, it cannot be provided as binary text.

**Implementation:** When the “attachmentSecurityLevel” attribute is provided within the `<.../ AttachmentName>` element, `<.../ AttachmentBinaryText>` cannot be provided.

**XML Sample:**

```xml
...<AttachmentDescription>
  <StandardAttachment>Drawings</StandardAttachment>
</AttachmentDescription>
...<AttachmentName attachmentSecurityLevel="Top Secret">H11 HoverCraft Plans</AttachmentName>
<AttachmentURL>https://XYCorp/filedepository.com</AttachmentURL>
...```

4.2.17 United Nations Code

**Rule:** Provide the United Nations code for ports and other locations (UN/LOCODE) in accordance with the United Nations Location Code Manual when the Freight on Board (FOB) point is a terminal.

**Implementation:** When `<.../ FoBDetails/ FoBPoint> = “Terminal”`, then the `<.../ FoBDetails/ UnitedNationsCode>` must contain the United Nations code for ports and other locations (UN/LOCODE) of the terminal.

**XML Sample:**

```xml
...<FoBDetails>
  <PaymentMethod>Seller</PaymentMethod>
  <FoBPoint>Terminal</FoBPoint>
</FoBDetails>
...```

4.2.18 Pipeline DoDAAC

**Rule:** When the transportation method is a pipeline, the Department of Defense Activity Address Code (DoDAAC) of the pipeline must be provided.

**Implementation:** When `<.../ TransportationDetails/ TransportationMethod> = “Pipeline”`, then `<.../ TransportationDetails/ PipelineDoDAAC>` must be provided.

**XML Sample:**

```xml
...<TransportationDetails>
  <PipelineDoDAAC>HQ1034</PipelineDoDAAC>
  <TransportationMethod>Pipeline</TransportationMethod>
</TransportationDetails>
...```

4.2.19 Small Business Administration (SBA) Contracts

**Rule:** When either a Small Business Administration (SBA) contract number or SBA contracting office address is provided, then the other must be provided.
Implementation:

- When `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentIdentifier/ProcurementInstrumentDescription> = “Small Business Administration Contract”`, an instance of `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentAddresses>` must be provided where `<AddressDescription> = “SBA Contracting Office”`.

- When `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentAddresses/AddressDescription>` is “SBA Contracting Office”, an instance of `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentIdentifier>` must be provided where `<ProcurementInstrumentDescription> = “Small Business Administration Contract”`.

**XML Sample:**
```xml
...<ProcurementInstrumentHeader>
  ...
  <ProcurementInstrumentAddresses>
  ...<AddressDescription>SBA Contracting Office</AddressDescription>
  ...
  </ProcurementInstrumentAddresses>
  ...
  <ProcurementInstrumentIdentifier>
  ...
  <ProcurementInstrumentDescription>Small Business Administration Contract</ProcurementInstrumentDescription>
  </ProcurementInstrumentIdentifier>
  ...
</ProcurementInstrumentHeader>
...
```

### 4.2.20 Funding Status

**Rule:** One or more statuses of the PR’s funding must be provided unless the PR is a request that will result in one of the following:

- An award without funding such as an ordering instrument
- A modification to an existing contract that does not change funding

**Note:** The current schema does not distinguish between requests for awards with funding from those without except by the presence of funding on the PR.

**Implementation:**

- If one or more instances of `<.../ProcurementInstrumentHeader/ProcurementInstrumentAmounts/CommittedAmounts>` exists, then `<.../ProcurementInstrumentHeader/ProcurementInstrumentDates/FundingStatus>` must be provided.

- When both `<.../AwardModificationRequestInformation/ProcurementInstrumentAmountRequests/RequestedAmountFundingChanges>` and an instance of `<.../ProcurementInstrumentHeader/ProcurementInstrumentIdentifier>` where `<ProcurementInstrumentDescription> = “Contract being Modified – Award”` is provided, then `<.../ProcurementInstrumentHeader/ProcurementInstrumentDates/FundingStatus>` must be provided.
XML Sample – Basic PR with Funding:

...<PurchaseRequest>
  <ProcurementInstrumentHeader>
    ...
    <ProcurementInstrumentAmounts>
      <CommittedAmounts>
        <CommittedAmount>522.66</CommittedAmount>
      ...
      </CommittedAmounts>
    </ProcurementInstrumentAmounts>
    <ProcurementInstrumentDates>
      <FundingStatus>
        <FundingStatusDescription>Certified</FundingStatusDescription>
        <FundingStatusDateType>2018-02-25</FundingStatusDate>
        <IndividualCertifier>
        ...
        </IndividualCertifier>
      </FundingStatus>
    ...
    </ProcurementInstrumentDates>
  ...
  </ProcurementInstrumentHeader>
...
</PurchaseRequest>
XML Sample – Contract Mod Request with Funding Changes:

```xml
<ProcurementDocument>
    ...
    <PurchaseRequest>
        <ProcurementInstrumentHeader>
            ...
            <ProcurementInstrumentDates>
                <FundingStatus>
                    <FundingStatusDescription>Certified</FundingStatusDescription>
                    <FundingStatusDateType>2018-02-25</FundingStatusDateType>
                    <IndividualCertifier>
                        ...
                    </IndividualCertifier>
                </FundingStatus>
                ...
            </ProcurementInstrumentDates>
        ...
        <ProcurementInstrumentIdentifier>
            ...
            <ProcurementInstrumentDescription>Contract being Modified – Award</ProcurementInstrumentDescription>
            ...
            </ProcurementInstrumentIdentifier>
            ...
        </ProcurementInstrumentHeader>
        ...
    </PurchaseRequest>
    <AwardModificationRequestInformation>
        <ProcurementInstrumentAmountRequests>
            <RequestedFundingAmountChanges>
                ...
            </RequestedFundingAmountChanges>
        </ProcurementInstrumentAmountRequests>
        ...
    </AwardModificationRequestInformation>
    ...
</ProcurementDocument>
```

4.2.21 Standard Line of Accounting (SLOA)

**Rule:** A delimited SLOA may be provided on any purchase request but a segmented SLOA may only be provided on IGT transactions when both of the following is true:

- Reimbursable funding is used.
- A procurement action is not required.

**Implementation:** For instances of `<ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ ProcurementInstrumentAmounts/ CommittedAmounts/ LoaDetails>` and `<ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ ProcurementInstrumentAmounts/ ServicingReimbursableAuthorityAmounts/ LoaDetails>`, SLOAs are provided as follows:

- Delimited – Must be provided in `<.../ Blob>`.
- Segmented – Must be provided in `<.../ SLOA>`, `<ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ BasicInformation/ IntraGovernmentalOrderInformation/ Funding Method>` must contain “Reimbursable”, and `<ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ BasicInformation/ IntraGovernmentalOrderInformation/ ProcurementActionIndicator>` cannot exist.
XML Sample – Segmented Format:

...<BasicInformation>...
  <IntraGovernmentalOrderInformation>...
    <FundingMethod>Reimbursable</FundingMethod>...
  </IntraGovernmentalOrderInformation>
</BasicInformation>...
</ProcurementInstrumentAmounts>  
  <CommittedAmounts>...
  ...<LoaDetails>
    <SLOA>
      <SLOAComponentTitle>Sub Class</SLOAComponentTitle>
      <SLOAComponentValue>46</SLOAComponentValue>
    </SLOA>
    <SLOA>
      <SLOAComponentTitle>Department Transfer</SLOAComponentTitle>
      <SLOAComponentValue>089</SLOAComponentValue>
    </SLOA>
    <SLOA>
      <SLOAComponentTitle>Department Regular</SLOAComponentTitle>
      <SLOAComponentValue>021</SLOAComponentValue>
    </SLOA>
    <SLOA>
      <SLOAComponentTitle>Beginning Period of Availability Fiscal Year Date</SLOAComponentTitle>
      <SLOAComponentValue>2012</SLOAComponentValue>
    </SLOA>
    ...<SLOA>
    <SLOAComponentTitle>Ending Period of Availability Fiscal Year Date</SLOAComponentTitle>
   <SLOAComponentValue>2017</SLOAComponentValue>
  </SLOA>
</LoaDetails>
</CommittedAmounts>
</ProcurementInstrumentAmounts>...
XML Sample – Delimited Format:

```xml
...<BasicInformation>
  ...<IntraGovernmentalOrderInformation>
    ...<FundingMethod>Reimbursable</FundingMethod>
    <ProcurementActionIndicator>true</ProcurementActionIndicator>
    ...</IntraGovernmentalOrderInformation>
  </BasicInformation>
  ...
  <ProcurementInstrumentAmounts>
    <CommittedAmounts>
      ...<LoaDetails>
        <Blob>^46^089^021^2012^2017^</Blob>
      </LoaDetails>
    </CommittedAmounts>
  </ProcurementInstrumentAmounts>
...```

4.2.22 Informational Sub-Line Items and Delivery Schedules

**Rule:** An informational sub-line item cannot have a delivery schedule.

**Implementation:** When `<…/LineItemIdentifier/DFARS/LineItem/LineItemType> = “INFOSLIN”`, neither a `<…/Delivery>` section nor a `<…/LineItemDates>` section where `<…/LineItemDates/LineItemDateDescription> = “Lease” or “Period of Performance” may be provided.

XML Sample:

```xml
...<LineItems>
  <LineItemIdentifier>
    <DFARS>
      <LineItem>
        <LineItemType>INFOSLIN</LineItemType>
        <LineItemBase>0003</LineItemBase>
        <LineItemExtension>
          <InfoSlinExtension>11</InfoSlinExtension>
        </LineItemExtension>
      </LineItem>
    </DFARS>
  </LineItemIdentifier>
  ...```

4.3 Implementation Guidance – Intragovernmental Transactions

The guidance provided in this section only applies to IGTs.

**Note:** IGTs are identified by the presence of `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/IntraGovernmentalOrderInformation>` in the XML document.

4.3.1 Intragovernmental Order Information

**Implementation Guidance:** Information pertaining to IGTs should be provided in the `<IntraGovernmentalOrderInformation>` section.
Schema View:

- **StatutoryAuthority**: The specific authority that is cited for making the acquisition (see previous section).
- **OtherStatutoryAuthority**: The specific authority that is cited for making the acquisition under other provisions of law.
- **AgreementNumber**: Identifies a document that provides general terms and conditions on the right of the parties to other transactions. Required for non-federal intra-governmental transactions. Required if provided. The agreement number must be unique for the Federal Treasury's Intra-Governmental Transaction (GIST) system.
- **AgreementNumberOfOtherParty**: The unique identifier of the document provided in Agreement Number. If provided, Agreement Number must be provided. Agreement Number must be unique within the Federal Treasury's Intra-Governmental Transaction (GIST) system.
- **ControlSymbolNumber**: Randomized and unique symbol assigned to a record by the Federal Treasury's Intra-Governmental Transaction (GIST) system. Each record will be associated with a unique control symbol number.
- **FundingMethod**: State whether or not the direct or reimbursable funding is used. Required when the payment is made by the Federal Treasury's Intra-Governmental Transaction (GIST) system.
- **InterServiceScreeningCompleted**: Denotes whether or not the required internal screening has been accomplished. (see section)
- **InterServiceSupplySupport**: Denotes whether or not the items are included in the InterService Supply Support program. (see section)
- **PaymentTermsDays**: Number of days within which the invoice will be paid. (see section)
- **ProcurementActionIndicator**: Denotes whether or not the transaction will require a procurement action. (see section)
- **StatutoryAuthorityStatement**: The statement that prints on the invoice form.
- **AdvanceReimbursementDetails**: Details about how the advance will be recognized.
- **ReimbursementDetails**: Description of the reimbursement, including the date when Reimbursement is expected.
- **MultipleDueDates**: Denotes whether or not the due dates are the same. (see section)
- **TreasurerITSystemDetails**: Information needed by the Federal Treasury's Intra-Governmental Transaction (GIST) system to store unique information associated with the document.
- **AccessControls**: The Access Control Description. Describes to whom the access control is to be provided. (see section)
- **BillingFrequency**: The billing frequency. (see section)
**Schema Location:**

**Major Path:** ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/IntraGovernmentalOrderInformation/

**Note:** The Major Path applies to the individual examples.

### 4.3.1.1 Statutory Authority

The specific authority that justifies the use of an intragovernmental transaction to fulfill the requirement should be provided in the `<StatutoryAuthority>` element. If the authority is not in the enumeration list for `<StatutoryAuthority>`, the `<OtherStatutoryAuthority>` element should be used.

**Schema Location:**

@ StatutoryAuthority / “Title 40 USC 501”

**XML Sample:**

```
...<IntraGovernmentalOrderInformation>
  <StatutoryAuthority>Title 40 USC 501</StatutoryAuthority>
... </IntraGovernmentalOrderInformation>
...```

### 4.3.1.2 Agreement Number

For Treasury IGTs, the agreement number for the document that provides general terms and conditions should be provided in the `<AgreementNumber>` element. If the agreement has been modified, the `<AgreementModificationNumber>` element should also be provided.

**Schema Location:**

@ AgreementNumber / “A2312-AAA-BBB-12345”

**XML Sample:**

```
...<IntraGovernmentalOrderInformation>
  <AgreementNumber>A2312-AAA-BBB-12345</AgreementNumber>
... </IntraGovernmentalOrderInformation>
...```

### 4.3.1.3 Funding Method

On an IGT PR, there are two possible funding methods: Direct Cite (Category I) or Reimbursable (Category II). This information is provided in the `<FundingMethod>` element.

**Schema Location:**

@ FundingMethod/ “Direct Cite”

**XML Sample:**

```
...<IntraGovernmentalOrderInformation>
  ...<FundingMethod>Direct Cite</FundingMethod>
  ... </IntraGovernmentalOrderInformation>
...```
4.3.1.4 Procurement Action Indicator

If a reimbursable IGT will result in a contract, it is known as an assisted acquisition. An assisted acquisition is a reimbursable IGT where another agency (such as GSA) does the entire acquisition from the market research stage all the way through to contract closeout. To indicate that a PR will result in an assisted acquisition, set the <ProcurementActionIndicator> element to “true”.

Schema Location:
@ ProcurementActionIndicator/ “true”

XML Sample:

```
<IntraGovernmentalOrderInformation>
  ...
  <ProcurementActionIndicator>true</ProcurementActionIndicator>
  ...
</IntraGovernmentalOrderInformation>
```

4.3.1.5 Advance Revenue

When an IGT is being reported to the Treasury’s IGT System after work has begun, information on how to recognize revenue that has already changed hands such as monthly or straight line must be provided.

Schema Location:
@ AdvanceRevenueDetails/ RevenueRecognition/ “Other”
@ AdvanceRevenueDetails/ RevenueRecognitionDescription/ “Bi-Weekly”

XML Sample:

```
<AdvanceRevenueDetails>
  ...
  <RevenueRecognition>Other</RevenueRecognition>
  <RevenueRecognitionDescription>Bi-Weekly</RevenueRecognitionDescription>
</AdvanceRevenueDetails>
```

4.3.1.6 Treasury IGT System Details

Information about whether or not there are multiple due dates, who can access the transaction, and billing information is required for IGTs that utilize the Treasury’s IGT System and is provided in the <TreasuryIGTSystemDetails> section of the schema.

Schema Location:
@ MultipleDueDates/ “true”
@ AccessControls/ AccessControlDescription/ “Requesting Agency”
@ AccessControls/ Level1Access/ “H0A001”
@ BillingDetails/ BillingFrequency/ “Monthly”
XML Sample:

```
...<IntraGovernmentalOrderInformation>
   ...
   <TreasuryIGTSystemDetails>
      <MultipleDueDates>true</MultipleDueDates>
      <AccessControls>
         <AccessControlDescription>Requesting Agency</AccessControlDescription>
         <Level1Access>H0A001</Level1Access>
      </AccessControls>
      <BillingDetails>
         <BillingFrequency>Monthly</BillingFrequency>
      </BillingDetails>
      ...
   </TreasuryIGTSystemDetails>
   ...
</IntraGovernmentalOrderInformation>
...```

4.4 Business Rules – Intragovernmental Transactions (IGT)

The following business rules only apply to IGT purchase requests.

**Note:** IGTs are identified by the presence of `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/IntraGovernmentalOrderInformation>` in the XML document.

**4.4.1 Order Number for Reimbursable IGTs**

**Rule:** When the PR is a reimbursable MIPR, either a Requesting Agency Order Number or an Intragovernmental Order Number is required. Both are allowed.

**Implementation:** When `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/IntraGovernmentalOrderInformation/FundingMethod> = “Reimbursable”, an instance of <ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/PurchaseRequestIdentifier>` must be provided where `<.../PurchaseRequestDescription> = “Requesting Agency Order Number” or “Intra-Governmental Order Number”.

XML Sample:

```
...
   <ProcurementInstrumentHeader>
      <PurchaseRequestIdentifier>
         <PurchaseRequestDescription>Intra-Governmental Order Number</PurchaseRequestDescription>
         <TreasuryIGTOrderNumber>O0102-12345678-654321</TreasuryIGTOrderNumber>
      </PurchaseRequestIdentifier>
      <BasicInformation>
         <IntraGovernmentalOrderInformation>
            ...
            <FundingMethod>Reimbursable</FundingMethod>
            ...
         </IntraGovernmentalOrderInformation>
         ...
      </BasicInformation>
   ...
</ProcurementInstrumentHeader>
...```
4.4.2 IGT Acceptance or Rejection

**Rule:** The servicing agency must accept or reject an IGT. For acceptance, the name, contact information, and signature date is provided. Rejection is communicated by providing a disapproved purchase request status. Both cannot be provided on the same document. If neither is provided, the servicing agency has not responded to the IGT.

**Implementation:** When `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/IntraGovernmentalOrderInformation>` is provided, one or neither of the following must be provided:

- Accepted – `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentDates/Acceptor>` is provided.

- Rejected – An instance of `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentDates/PurchaseRequest Status>` where `<…/EntityDescription>` = "Program Office - Servicing Agency" and `<…/Disapproved>` is provided.

**XML Sample - Accepted:**

```
...<BasicInformation>
...<IntraGovernmentalOrderInformation>
...<ProcurementInstrumentDates>
...<Acceptor>
...</Acceptor>
</ProcurementInstrumentDates>
...</IntraGovernmentalOrderInformation>
</BasicInformation>
...```

4.4.3 Agreement Number

**Rule:** Since all reimbursable IGTs are required to utilize the Treasury IGT System, they must reference the General Terms and Conditions agreement number that is used by the Treasury IGT System.

**Implementation:** When `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/IntraGovernmentalOrderInformation/FundingMethod>` = “Reimbursable”, `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/IntraGovernmentalOrderInformation/AgreementNumber>` must be provided and must follow the format "Annxx-yyyy-yyyy-nnnnnn" where n is 0-9, xx is 01-12, and y is alphanumeric.

**XML Sample:**

```
...<IntraGovernmentalOrderInformation>
  <AgreementNumber>A1812-AAA-BBB-123456</AgreementNumber>
  <FundingMethod>Reimbursable</FundingMethod>
...</IntraGovernmentalOrderInformation>
...```
4.4.4 Funding Method

**Rule:** If an IGT transaction has been accepted by the servicing agency, the transaction must state whether direct cite or reimbursable funding is being used.

**Implementation:** When `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentDates/Acceptor>` is provided, `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/IntraGovernmentalOrderInformation/FundingMethod>` must be provided.

**XML Sample:**

```xml
...<BasicInformation>
  ...
  <IntraGovernmentalOrderInformation>
    ...<FundingMethod>Reimbursable</FundingMethod>
    ...
  </IntraGovernmentalOrderInformation>
  ...<BasicInformation>
  ...<ProcurementInstrumentDates>
    ...
    <Acceptor>
      ...
    </Acceptor>
  </ProcurementInstrumentDates>
...
```
4.4.5 Accounting Classification Reference Number (ACRN)

**Rule:** On reimbursable intragovernmental transactions, an ACRN must be provided for each unique line of accounting from both the requesting and servicing agency.

**Implementation:** When `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/BasicInformation/IntraGovernmentalOrderInformation/FundingMethod>` is “Reimbursable”, `<AccountingReferenceNumber/ACRN>` must be provided for each instance of `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentAmounts/CommittedAmounts>` and for each instance of `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentAmounts/ServicingReimbursableAuthorityAmounts>`.

**XML Sample:**

```
...<BasicInformation>
  ...
  <IntraGovernmentalOrderInformation>
    ...
    <FundingMethod>Reimbursable</FundingMethod>
    ...
  </IntraGovernmentalOrderInformation>
</BasicInformation>
...
<ProcurementInstrumentAmounts>
  <CommittedAmounts>
    ...
    <AccountingReferenceNumber>
      <ACRN>AA</ACRN>
    </AccountingReferenceNumber>
    ...
  </CommittedAmounts>
  <ServicingReimbursableAuthorityAmounts>
    ...
    <AccountingReferenceNumber>
      <ACRN>AB</ACRN>
    </AccountingReferenceNumber>
    ...
  </ServicingReimbursableAuthorityAmounts>
</ProcurementInstrumentAmounts>
...```

4.5 Implementation Guidance – Contract Mod Request

The following guidance applies to a purchase request that is requesting changes to an existing contract. Both IGT and non-IGT purchase requests may request a contract modification.

**Note:** Contract Mod Requests are identified by the existence of an instance of `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentIdentifier>` where `<ProcurementInstrumentDescription>` = “Contract being Modified – Award”.

4.5.1 Procurement Instrument Number

**Implementation Guidance:** The number of the contract being modified is provided in `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentIdentifier>` with `<ProcurementInstrumentDescription>` of “Contract being Modified – Award”.
Schema View:

Schema Location:

**Major Path:** ProcurementDocument/ PurchaseRequest/ ProcurementInstrumentHeader/ ProcurementInstrumentIdentifier

- @ ProcurementInstrumentOrigin/ "Department of Defense"
- @ ProcurementInstrumentVehicle/ "Contract (Definitive) "
- @ ProcurementInstrumentNumber/ EnterpriseIdentifier/ "FA5702"
- @ ProcurementInstrumentNumber/ Year/ "17"
- @ ProcurementInstrumentNumber/ ProcurementInstrumentTypeCode / "C"
- @ ProcurementInstrumentNumber/ SerializedIdentifier / "0029"
- @ ProcurementInstrumentDescription/ "Contract Being Modified - Award"
XML Sample:

```
... <ProcurementInstrumentIdentifier>
   <ProcurementInstrumentOrigin>Department of Defense</ProcurementInstrumentOrigin>
   <ProcurementInstrumentVehicle>Contract (Definitive)</ProcurementInstrumentVehicle>
   <ProcurementInstrumentNumber>
     <EnterpriseIdentifier>FA5702</EnterpriseIdentifier>
     <Year>17</Year>
     <ProcurementInstrumentTypeCode>C</ProcurementInstrumentTypeCode>
     <SerializedIdentifier>0029</SerializedIdentifier>
   </ProcurementInstrumentNumber>
   <ProcurementInstrumentDescription>Contract Being Modified - Award</ProcurementInstrumentDescription>
 </ProcurementInstrumentIdentifier>
...
```

4.5.2 Obligated Amounts Change

**Implementation Guidance:** If a change needs to be made to an obligated amount in the existing contract, the details are provided in the `<RequestedFundingAmountChanges>` section. The section may be used to add a line of accounting (LOA), increase funding on an LOA, or replace an LOA.

**Schema View:**

```
RequestedFundingAmountChanges

Requested changes to obligation amounts and their corresponding lines of accounting.

AddLOA

Request for new Lines of Accounting to be added.

IncreaseFunding

Requests to change the existing amount and the financial references of an LOA that does not result in a zero amount.

ReplaceLOA

Requests to replace an existing line of accounting with the correct line of accounting.
```

**Schema Location:**

**Major Path:** ProcurementDocument/AwardModificationRequestInformation/ProcurementInstrumentAmountRequests/RequestedFundingAmountChanges
4.5.2.1 Add a Line of Accounting

To request the addition of a new line of accounting, provide the details in an instance of the <AddLOA> section. Since the new line of accounting will require its own unique ACRN on the contract, the PR creator should attempt to determine which contract ACRNs have already been used and recommend the next available ACRN for the contract. For example, if the contract used ACRNs AA – AF, the ACRN in the <AddLOA> segment should be AG. This ACRN is distinct from the PR ACRN shown in some previous examples.

Schema View:

Schema Location:

Major Path: ProcurementDocument/ AwardModificationRequestInformation/ ProcurementInstrumentAmountRequests/ RequestedFundingAmountChanges/ AddLOA

@ Amount/ "6000"
@ FinancialReference/ FinancialCodeDescription/ “Accounting Classification Reference Number (ACRN)”
@ FinancialReference/ FinancialCodeValue/ “AG”
@ LoaDetails/ Blob/ “9710400 1320 HS21 P1P30 2525 DPAC 1 5365 S12136 63767E”
4.5.2.2 Increase Funding

To request an increase to the funding on a line of accounting that exists on the specified contract, provide the details in an instance of the <IncreaseFunding> section. The delta between the current amount and the requested amount is also provided. The ACRN should be the same as the one the contract associated with the line of accounting.

**Schema View:**

![Schema Diagram]

**Schema Location:**

**Major Path:** ProcurementDocument/ AwardModificationRequestInformation/ ProcurementInstrumentAmountRequests/ RequestedFundingAmountChanges/ IncreaseFunding

@ Amount/ “8000”
@ AmountDelta/ “2000”
@ AmountChangeText/ “Increased amount from 6000 to 8000”
@ FinancialReference/ FinancialCodeDescription/ “Accounting Classification Reference Number (ACRN)”
@ FinancialReference/ FinancialCodeValue/ “AA”
@ LoaDetails/ Blob/ “9710400 1320 H521 P1P30 2525 DPAC 1 5365 512136 63767E”
XML Sample:

...<RequestedFundingAmountChanges>
  <IncreaseFunding>
    <Amount>8000</Amount>
    <AmountDelta>2000</AmountDelta>
    <AmountChangeText>Increased amount from 6000 to 8000</AmountChangeText>
    <FinancialReference>
      <FinancialCodeDescription>Accounting Classification Reference Number (ACRN)</FinancialCodeDescription>
      <FinancialCodeValue>AA</FinancialCodeValue>
    </FinancialReference>
    <LOADetails>
      <Blob>9710400 1320 H521 P1P30 2525 DPAC 1 5365 512134 63767E</Blob>
    </LOADetails>
  </IncreaseFunding>
</RequestedFundingAmountChanges>
...
4.5.2.3 Replace an LOA

To request the replacement of a line of accounting, provide the details in an instance of the `<ReplaceLOA>` section. This usually occurs when the line of accounting on the contract is incorrect and the requestor wants to replace it with the correct line of accounting. The incorrect line may have come from a previous purchase request. The ACRN should be the same as the one the contract associated with the line of accounting that is being replaced.

.Schema View: [Diagram of ReplaceLOA section]
**Schema Location:**

**Major Path:** ProcurementDocument/ AwardModificationRequestInformation/ ProcurementInstrumentAmountRequests/ RequestedFundingAmountChanges/ ReplaceLOA

- Amount/ “8000”
- FinancialReference/ FinancialCodeDescription/ “Accounting Classification Reference Number (ACRN)”
- FinancialReference/ FinancialCodeValue/ “AA”
- OriginalLOA/ LOADetails/ Blob/ “9710400 1320 H521 P1P30 2525 DPAC 1 5365 S12136 63767E”
- NewLOA/ LOADetails/ Blob/ “8510360 1582 Z521 P1P45 2588 DPAC 1 5365 S12136 63767E”

**XML Sample:**

```xml
...<RequestedFundingAmountChanges>
  <ReplaceLOA>
    <Amount>8000</Amount>
    <FinancialReference>
      <FinancialCodeDescription>Accounting Classification Reference Number (ACRN)</FinancialCodeDescription>
      <FinancialCodeValue>AA</FinancialCodeValue>
    </FinancialReference>
    <OriginalLOA>
      <LOADetails>
        <Blob>9710400 1320 H521 P1P30 2525 DPAC 1 5365 S12136 63767E</Blob>
      </LOADetails>
    </OriginalLOA>
    <NewLOA>
      <LOADetails>
        <Blob>8510360 1582 Z521 P1P45 2588 DPAC 1 5365 S12136 63767E</Blob>
      </LOADetails>
    </NewLOA>
  </ReplaceLOA>
</RequestedFundingAmountChanges>
...```

### 4.5.3 Contract Other Amount Changes

**Implementation Guidance:** If a change needs to be made to an amount other than an obligated amount, the details are provided in the `<RequestedOtherAmountsChanges>` section. The section can be used to add an amount to the contract or to increase an amount that is already on the contract.

**Schema View:**

```
...```

**Schema Location:**

**Major Path:** ProcurementDocument/ AwardModificationRequestInformation/ ProcurementInstrumentAmountRequests/ RequestedOtherAmountsChanges
4.5.3.1 Add an Other Amount

To request the addition of an amount other than an obligated amount, provide the details in an instance of the `<AddOtherAmounts>` section.

**Schema View:**

![Schema View Diagram]

**Schema Location:**

**Major Path:** ProcurementDocument/AwardModificationRequestInformation/ProcurementInstrumentAmountRequests/RequestedOtherAmountsChanges/AddOtherAmounts

- `@ AmountDescription/“Estimated Cost”`
- `@ Amount/"5000"

**XML Sample:**

```xml
...<RequestedOtherAmountsChanges>
  <AddOtherAmounts>
    <AmountDescription>Estimated Cost</AmountDescription>
    <Amount>5000</Amount>
  </AddOtherAmounts>
</RequestedOtherAmountsChanges>
...```

4.5.3.2 Increase Other Amount Value

To request an increase to an amount other than an obligated amount, provide the details in an instance of the `<IncreaseOtherAmounts>` section.

**Schema View:**

![Schema View Diagram]
**Schema Location:**

**Major Path:** ProcurementDocument/ AwardModificationRequestInformation/ ProcurementInstrumentAmountRequests/ RequestedOtherAmountsChanges/ IncreaseOtherAmounts

@ AmountDescription/ “Funded Amount”
@ Amount/ “50000”
@ AmountDelta/ “20000”
@ AmountChangeText/ “Increasing funded amount from 30,000 to 50,000”

**XML Sample:**

```
…
<RequestedOtherAmountsChanges>
  <IncreaseOtherAmounts>
    <AmountDescription>Funded Amount</AmountDescription>
    <Amount>50000</Amount>
    <AmountDelta>20000</AmountDelta>
    <AmountChangeText>Increasing funded amount from 30,000 to 50,000</AmountChangeText>
  </IncreaseOtherAmounts>
</RequestedOtherAmountsChanges>
…
```

4.5.4 Request Change to Existing Contract Data

**Implementation Guidance:** For requests to change existing contract data, provide the `<AwardModificationRequestDetails>` section. Do not use this section to change document level funding and amounts or to add CDRLs or line items.

**Schema View**

There are two methods within the PRDS schema for requesting changes to an awarded contract. One method uses XML attributes to describe the change and is used with single elements and small sections. The values allowed in the attributes are driven by whether or not the data is required or optional in the PDS for awards. A second method is used with large sections of related data, such as attachments and line items, with nested elements specific to adding, deleting, and changing the information. The following sections illustrate these methods.
4.5.4.1 Modify a PDS Mandatory Element Using Attributes

Implementation Guidance: In a PR Mod Request, elements deemed mandatory by the PDS may only be modified; they cannot be added or deleted. To request that the value of a PDS mandatory element be changed, the desired value is provided in the element and the following attributes are provided in the opening tag:

- `changeFlag` - indicates the element should be modified
- `changeText` - provides a description of the change; required

Schema View:

![Schema View Diagram]

Schema Location:

Major Path: ProcurementDocument/ AwardModificationRequestInformation/ AwardModificationRequestDetails/ Basic Information

@ ContingencyContract/ “false” (changeFlag = “Modified”, changeText = “True to false”)

XML Sample:

```xml
...<ContingencyContract changeFlag="Modified" changeText="True to false">false</ContingencyContract>
...```

4.5.4.2 Add, Delete, or Modify a PDS Optional Element Using Attributes

Implementation Guidance: In a PR Mod Request, elements deemed optional by the PDS may be added, deleted, or modified. When requesting an element’s value to be added or changed, the value desired to be in the contract, the requested result is contained in the element. When requesting an element’s value to be deleted, the value in the current contract is placed in the element. In both cases, the attributes describe the action desired:

- `changeFlag` - indicates the element should be added, deleted, or modified
- `changeText` - provides a description of the change; required when modifying, optional when adding or deleting
**Schema View:**

**Schema Location:**

**Major Path:** ProcurementDocument/ AwardModificationRequestInformation/ AwardModificationRequestDetails/ ProcurementInstrumentHeader/ BasicInformation

Add: @ ContractDescription/ “F16 Stage IV” (changeFlag = “Added”)

Delete: @ ContractDescription/ “F16 Stage IV” (changeFlag = “Deleted”)

Modify: @ ContractDescription/ “F16 Stage IV” (changeFlag = “Modified”, changeText = “Change contract description from Stage VI to Stage IV”)

**XML Sample - Add:**

```xml
...<ContractDescription changeFlag="Added">F16 Stage IV</ContractDescription>
...
```

**XML Sample - Delete:**

```xml
...<ContractDescription changeFlag="Deleted">F16 Stage IV</ContractDescription>
...
```

**XML Sample - Modify:**

```xml
...<ContractDescription changeFlag="Modified" changeText = "Change contract description from Stage VI to Stage IV">F16 Stage IV</ContractDescription>
...
```

4.5.4.3 Add, Delete, or Modify a Section Using Attributes

**Implementation Guidance:** To add an instance of a section using attributes, the value for each element within the section to be added is provided. To delete a section, the elements contain the values from the instance in the contract that is to be deleted. To modify a section, the elements contain the resultant values desired to be in the contract as well as a description of the change. The attributes describe the action to be performed:

- *changeFlag* - indicates whether the section is being added, deleted, or modified
- *changeText* - provides a description of the change; required when modifying, optional when adding or deleting
**Schema View:**

**Schema Location:**

**Major Path:** ProcurementDocument/ AwardModificationRequestInformation/ AwardModificationRequestDetails/ ProcurementInstrumentHeader/ BasicInformation

Add: @ MiscellaneousTextDetails (changeFlag = “Added”)  
@ MiscellaneousTextDetails/ MiscellaneousText = “It is hereby understood and agreed that this contract will not exceed a total amount of 511,946.00.”  
@ MiscellaneousTextDetails/ Section = “G”

Delete: @ MiscellaneousTextDetails (changeFlag = “Deleted”)  
@ MiscellaneousTextDetails/ MiscellaneousText = “It is hereby understood and agreed that this contract will not exceed a total amount of 511,946.00.”  
@ MiscellaneousTextDetails/ Section = “G”

Modify: @ MiscellaneousTextDetails (changeFlag = “Modified”)  
@ MiscellaneousTextDetails/ changeText = “Total amount changed from 511,946 to 411,946.”)  
@ MiscellaneousTextDetails/ MiscellaneousText = “It is hereby understood and agreed that this contract will not exceed a total amount of 411,946.00.”  
@ MiscellaneousTextDetails/ Section = “G”
4.5.4.4 Add, Delete, or Modify a Section with Amounts Using Attributes

**Implementation Guidance:** To add an instance of a section with amounts using attributes, the value for each element within the section to be added is provided. To delete a section with amounts, the elements contain the values from the instance in the contract that is to be deleted. To modify a section with amounts, the elements contain the resultant values desired to be in the contract as well as a description of the change and the delta between the contract’s amount value and the requested amount value. The attributes describe the action to be performed:

- **changeFlag** - indicates that the value for the element has been added, modified, or deleted
- **changeText** - provides a description of the change; required when modifying, optional when adding or deleting
- **deltaQuantityValue** - the delta between the old value and new value; required when modifying, not allowed when adding or deleting. Must always be greater than zero.
**Schema View:**

![Diagram of EstimatedQuantity with attributes]

**Schema Location:**

**Major Path:** ProcurementDocument/AwardModificationRequestInformation/AwardModificationRequestDetails/ProcurementInstrumentHeader/BasicInformation/OrderingInformation/

Add: @EstimatedQuantity (changeFlag = "Added")
   @EstimatedQuantity/ QuantityValue = "7"
   @EstimatedQuantity/ UnitOfMeasure = "Barrel"

Delete: @EstimatedQuantity (changeFlag = "Deleted")
   @EstimatedQuantity/ QuantityValue = "5"
   @EstimatedQuantity/ UnitOfMeasure = "Gallons"

Modify: @EstimatedQuantity (changeFlag = "Modified")
   @EstimatedQuantity/ changeText = "Quantity changed from 500 to 350"
   @EstimatedQuantity (deltaQuantityValue = "150")
   @EstimatedQuantity/ QuantityValue = "350"
   @EstimatedQuantity/ UnitOfMeasure = "Pounds Gross"

**XML Sample - Add:**

```xml
...<EstimatedQuantity changeFlag="Added">
   <QuantityValue>7</QuantityValue>
   <UnitOfMeasure>Barrel</UnitOfMeasure>
</EstimatedQuantity>
...
```

**XML Sample - Delete:**

```xml
...<EstimatedQuantity changeFlag="Deleted">
   <QuantityValue>5</QuantityValue>
   <UnitOfMeasure>Gallons</UnitOfMeasure>
</EstimatedQuantity>
...
```
**XML Sample - Modify:**

```xml
...<EstimatedQuantity changeFlag="Modified" changeText="Quantity changed from 500 to 350" deltaQuantityValue="150">
  <QuantityValue>350</QuantityValue>
  <UnitOfMeasure>Pounds Gross</UnitOfMeasure>
</EstimatedQuantity>
...
```

**4.5.4.5 Add, Delete, or Modify a Section via Nested Sections**

**Implementation Guidance:** When grouped sections are large, such as addresses, and the change request is not easily relayed with attributes, each action is handled by its own unique section. That is, there is a section for adding information to the contract, a section for deleting information from a contract, and a section for modifying the existing contract information. When modifying the existing information, the PR contains a description of the change as well as what the data would look like when the change is applied. The following examples use the Container Marks section.
**Schema Location:**

**Major Path:** ProcurementDocument/ AwardModificationRequestInformation/ AwardModificationRequestDetails/ ProcurementInstrumentHeader/ Shipping/ ContainerMarks

Add:  
@ AddedContainerMarks/ SingleMark/ MarkValue = “AAA Weed Control”  
@ AddedContainerMarks/ SingleMark/ MarkLabel = “Company Name”

Delete:  
@ DeletedContainerMarks/ SingleMark/ MarkValue = “Memphis, TN”

Modify:  
@ ChangedContainerMarks/ ContainerMarksChangeText = “Added label.”  
@ ChangedContainerMarks/ SingleMark/ MarkValue = “Poisonous to Humans and Pets”  
@ AddedContainerMarks/ SingleMark/ MarkLabel = “Warning”

**XML Sample:**

```
<ContainerMarks>
  <AddedContainerMarks>
    <SingleMark>
      <MarkValue>AAA Weed Control</MarkValue>
      <MarkLabel>Company Name</MarkLabel>
    </SingleMark>
  </AddedContainerMarks>
  <DeletedContainerMarks>
    <SingleMark>
      <MarkValue>Memphis, TN</MarkValue>
    </SingleMark>
  </DeletedContainerMarks>
  <ModifiedContainerMarks>
    <ContainerMarksChangeText>Added label.</ContainerMarksChangeText>
    <CurrentContainerMarks>
      <SingleMark>
        <MarkValue>Poisonous to Humans and Pets</MarkValue>
        <MarkLabel>Warning</MarkLabel>
      </SingleMark>
    </CurrentContainerMarks>
  </ModifiedContainerMarks>
</ContainerMarks>
```

**4.5.4.6 Add a CDRL or Line Item**

**Implementation Guidance:** To request that new CDRLs and line items be added to an existing contract, the information is provided in the `<ProcurementDocument/ PurchaseRequest/ PurchaseRequestLineItems>` section as if it was a Basic PR. The presence of the procurement instrument identifier of the contract in the PR tells the contract writing office that this is a Contract Mod Request PR and that the CDRLs and/or lines are to be added to the specified contract.
Schema View:

Schema Location:

Major Path: ProcurementDocument/ PurchaseRequest/

PIID: @ ProcurementInstrumentHeader/ ProcurementInstrumentIdentifier/ ProcurementInstrumentDescription/ “Contract being Modified – Award”

CDRL: @ PurchaseRequestLineItems/ CDRL

Line: @ PurchaseRequestLineItems/ LineItems
XML Sample:

```xml
...<PurchaseRequest>
  <ProcurementInstrumentHeader>
    ...
    <ProcurementInstrumentIdentifier>
      ...
      <ProcurementInstrumentDescription>Contract being Modified – Award</ProcurementInstrumentDescription>
    </ProcurementInstrumentIdentifier>
    ...
  </ProcurementInstrumentHeader>
  <PurchaseRequestLineItems>
    <CDRL>
      ...
    </CDRL>
    <PurchaseRequestLineItems>
      <LineItems>
        ...
        </LineItems>
      </PurchaseRequestLineItems>
  </PurchaseRequestLineItems>
...```

4.5.4.7 Delete a CDRL or Line Item

**Implementation Guidance:** To request that a CDRL be deleted from a contract, only the exhibit number of the CDRL is needed. To request that a line item be removed, the line item number and the corresponding description of the product or service procured by that line are needed.
**Schema View:**

**Schema Location:**

**Major Path:** ProcurementDocument/AwardModificationRequestInformation/AwardModificationRequestDetails/ContractLineItems

CDRL: @ CDRL/DeletedCDRs/“AA”

Line Item: @ LineItems/DeletedLineItems/DFARS/LineItem/LineItemType/“CLIN”
  @ LineItems/DeletedLineItems/DFARS/LineItem/LineItemBase/“0001”
  @ LineItems/DeletedLineItems/ProductsServiceDescription/“Combat Boots”
**XML Sample:**

```
<ContractLineItems>
  <CDRL>
    <DeletedCDRLs>AA</DeletedCDRLs>
  </CDRL>
</ContractLineItems>

<ContractLineItems>
  <LineItems>
    <DeletedLineItems>
      <DFARS>
        <LineItem>
          <LineItemType>CLIN</LineItemType>
          <LineItemBase>0001</LineItemBase>
        </LineItem>
        <DFARS>
          <ProductServiceDescription>Combat Boots</ProductServiceDescription>
        </DFARS>
    </DeletedLineItems>
  </LineItems>
</ContractLineItems>
```

### 4.5.4.8 Request a Change to a CDRL

**Implementation Guidance:** When requesting a change to a CDRL on a contract, the exhibit level information must be provided and the complete information for each data item that has a change must be provided. Data items that do not change do not need to be provided. The information provided would replace the matching CDRL/data item that is currently in the contract.

**Schema View:**

![Schema View Diagram]
Schema Location:

Major Path: ProcurementDocument/ AwardModificationRequestInformation/ AwardModificationRequestDetails/ ContractLineItems/ CDRL/ ChangedCDRLs

@ CDRLChangeText/ “Changed Delivery Frequency from Monthly to Annually”
@ CurrentCDRL/ Exhibit/ “AA”
@ CurrentCDRL/ SystemItemSupported/ “Documentation”
@ CurrentCDRL/ CategoryDetails/ Category “Technical Manual (TM)”
@ CurrentCDRL/ ParentLineItem/ LineItemBase/ “0001”
@ CurrentCDRL/ CDRLDetails/ ElinNumber/ “12”
@ CurrentCDRL/ CDRLDetails/ ContractReference/ “Statement of Work, Paragraph 15”
@ CurrentCDRL/ CDRLDetails/ DataAcquisitionDocumentNumber/ “MIL-M-80748”
@ CurrentCDRL/ CDRLDetails/ DataItemTitle/ “Technical Manual, Inspection Requirements”
@ CurrentCDRL/ CDRLDetails/ DeliveryFrequency/ “Annually”
@ CurrentCDRL/ CDRLDetails/ DraftApproval/ “true”
@ CurrentCDRL/ CDRLDetails/ RequiringOffice/ “PMO”
@ CurrentCDRL/ CDRLDetails/ CDRLApprovalDetails/ PreparedBy/ “Mike Donahue”
@ CurrentCDRL/ CDRLDetails/ CDRLApprovalDetails/ PreparedDate/ “2016-08-22”
@ CurrentCDRL/ CDRLDetails/ CDRLApprovalDetails/ ApprovedBy/ “Jim Martin”
@ CurrentCDRL/ CDRLDetails/ CDRLApprovalDetails/ ApprovedDate/ “2016-08-29”
@ CurrentCDRL/ CDRLDetails/ DistributionDetails/ Addressee/ AddresseeDescription/ “CDRL-Preliminary Inspection Location”
@ CurrentCDRL/ CDRLDetails/ DistributionDetails/ Address/ AddressID/ DoDAAC/ “W15P7T”
@ CurrentCDRL/ CDRLDetails/ DistributionDetails/ CopyDetails/ TypeOfCopy/ “Final Original”
@ CurrentCDRL/ CDRLDetails/ DistributionDetails/ CopyDetails/ NumberOfCopies/ “2”
@ CurrentCDRL/ CDRLDetails/ InspectionAcceptance/ TransmittalLetter/ “true”
XML Sample:

...<ChangedCDRLs>
   <CDRLChangeText>Changed Delivery Frequency from Monthly to Annually</CDRLChangeText>
   <CurrentCDRL>
      <Exhibit>AA</Exhibit>
      <SystemItemSupported>Documentation</SystemItemSupported>
      <CategoryDetails>
         <Category>Technical Manual (TM)</Category>
      </CategoryDetails>
      <ParentLineItem>
         <LineItemBase>0001</LineItemBase>
      </ParentLineItem>
   </CurrentCDRL>
   <ElinNumber>12</ElinNumber>
   <ContractReference>Statement of Work, Paragraph 15</ContractReference>
   <DataAcquisitionDocumentNumber>MIL-M-8074B</DataAcquisitionDocumentNumber>
   <DataItemTitle>Technical Manual, Inspection Requirements</DataItemTitle>
   <DeliveryFrequency>Annually</DeliveryFrequency>
   <DraftApproval>true</DraftApproval>
   <RequiringOffice>PMO</RequiringOffice>
   <CDRLApprovalDetails>
      <PreparedBy>Mike Donahue</PreparedBy>
      <PreparedDate>2016-08-22</PreparedDate>
      <ApprovedBy>Jim Martin</ApprovedBy>
      <ApprovedDate>2016-08-29</ApprovedDate>
   </CDRLApprovalDetails>
   <DistributionDetails>
      <Addressee>
         <AddressDescription>CDRL-Preliminary Inspection Location</AddressDescription>
         <Address>
            <OrganizationID>
               <DoDAAC>W15P7T</DoDAAC>
            </OrganizationID>
         </Address>
      </Addressee>
      <CopyDetails>
         <TypeOfCopy>Final Original</TypeOfCopy>
         <NumberOfCopies>2</NumberOfCopies>
      </CopyDetails>
      <InspectionAcceptance>
         <TransmittalLetter>true</TransmittalLetter>
      </InspectionAcceptance>
   </DistributionDetails>
</CDRLDetails>
</CurrentCDRL>
</ChangedCDRLs>
...
4.5.4.9 Request a Change to a Line Item

**Implementation Guidance:** When requesting a change to a line item on a contract, a small subset of information is required along with the information that is to be changed. The entire line item is not expected.

The first data requirement is for a description of each change separated by UCF or CIS section. For example, if both the special transportation handling instructions and the unit cost of a line need to be changed, then one description for the change to the special transportation handling instructions is provided with UCF section F identified and another description for the unit cost with UCF section B identified. Additional data that must be provided for each line is the line item number, option line designation, UID requirement, and the description of the product or service that is being procured by that line. Beyond that, the only information needed is the replacement values for the area(s) that need to be changed.

If there are multiple line items that need to be changed, each line would appear in its own iteration of `<ChangedLineItems>`.

**Schema View:**

![Schema View Diagram]

**Schema Location:**

**Major Path:** ProcurementDocument/ AwardModificationRequestInformation/ AwardModificationRequestDetails/ ContractLineItems/ LineItems/ ChangedLineItems

- @ LineItemChangeTextDetails/ "Increase unit price from $100 to $120."
- @ Section/ "B"
- @ LineItemChangeTextDetails/ "Add special handling instructions for armed guard services."
- @ Section/ "F"

- @ CurrentLineItem/ LineItemIdentifier/ DFARS/ LineItemType/ "CLIN"
- @ CurrentLineItem/ LineItemIdentifier/ DFARS/ LineItem/ LineItemBase/ "0001"
- @ CurrentLineItem/ LineItemBasicInformation/ OptionLineItem/ "false"
- @ CurrentLineItem/ LineItemBasicInformation/ ProductServicesOrdered/ ItemUIDRequired/ "false"
- @ CurrentLineItem/ LineItemBasicInformation/ UnitPrice/ "120.00"
- @ CurrentLineItem/ Delivery/ ItemSpecialHandling/ SpecialHandlingCode/ "Armed Guard Service"
4.6 Business Rules – Contract Mod Request

When the purchase request is requesting changes to an existing contact, the following business rules apply. Both Basic PRs and IGTs may request a contract modification.

**Note:** Contract Mod Requests are identified by the existence of an instance of `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentIdentifier>` where `<.../ProcurementInstrumentDescription>` = “Contract being Modified – Award”.

4.6.1 Contract Being Modified PIID

**Rule:** When the purchase request is requesting changes to an awarded contract, the number for that contract must be provided. Do not provide a contract modification number.

**Implementation:** An instance of `<PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentIdentifier>` where `<ProcurementInstrumentDescription>` = “Contract being Modified – Award” must be provided.
XML Sample:

```
...<ProcurementInstrumentIdentifier>
   <ProcurementInstrumentOrigin>Department of Defense</ProcurementInstrumentOrigin>
   <ProcurementInstrumentVehicle>Contract (Definitive)</ProcurementInstrumentVehicle>
   <ProcurementInstrumentNumber>
      <EnterpriseIdentifier>FA5702</EnterpriseIdentifier>
      <Year>17</Year>
      <ProcurementInstrumentTypeCode>C</ProcurementInstrumentTypeCode>
      <SerializedIdentifier>0029</SerializedIdentifier>
   </ProcurementInstrumentNumber>
   <ProcurementInstrumentDescription>Contract Being Modified - Award</ProcurementInstrumentDescription>
</ProcurementInstrumentIdentifier>
...
```

### 4.6.2 Funding Change Requests

**Rule:** On a Contract Mod Request, funding changes cannot be provided as committed amounts. They must be specified as either adding lines of accounting, increasing funding on existing lines of accounting, or replacing one line of accounting with another. In each case, the Accounting Classification Reference Number (ACRN) must be provided. When adding lines of accounting, provide a recommended ACRN that is not used on the contract. When replacing lines of accounting or increasing funding on existing lines of accounting, the ACRN from the contract is used.

**Note:** Funding cannot be decreased. If a reduction in scope is requested, that must be communicated via quantity or price decreases.

**Implementation:** `<ProcurementDocument/AwardModificationRequestInformation/ProcurementInstrumentAmountRequests/RequestedFundingAmountChanges> must be provided. `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentAmounts/CommittedAmounts>` cannot be provided.
**XML Sample**

```xml
...<PurchaseRequest>
  <ProcurementInstrumentHeader>
    ...<ProcurementInstrumentIdentifier>
    <ProcurementInstrumentOrigin>Department of Defense</ProcurementInstrumentOrigin>
    <ProcurementInstrumentVehicle>Contract (Definitive)</ProcurementInstrumentVehicle>
    <ProcurementInstrumentNumber>
      <EnterpriseIdentifier>FA5702</EnterpriseIdentifier>
      <Year>17</Year>
      <ProcurementInstrumentTypeCode>C</ProcurementInstrumentTypeCode>
      <SerializedIdentifier>0029</SerializedIdentifier>
    </ProcurementInstrumentNumber>
    <ProcurementInstrumentDescription>Contract Being Modified - Award</ProcurementInstrumentDescription>
  </ProcurementInstrumentHeader>
</PurchaseRequest>

<AwardModificationRequestInformation>
  <ProcurementInstrumentAmountRequests>
    <RequestedFundingAmountChanges>
    ...</RequestedFundingAmountChanges>
  </ProcurementInstrumentAmountRequests>
</AwardModificationRequestInformation>
```

### 4.6.3 Funding Certification

**Rule:** When a Contract Mod Request states that the funding is certified, it must add funding, increase funding, or change a line of accounting. Any combination of the three is allowed.

**Implementation:** When an iteration of `<ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentDates/Fundstatus>` exists where `<.../FundingStatusDescription> = “Certified”, <ProcurementDocument/AwardModificationRequestInformation/ProcurementInstrumentAmountRequests/RequestedFundingAmountChanges>` must be provided.
**XML Sample**

```xml
...<PurchaseRequest>
  <ProcurementInstrumentHeader>
    ...
    <ProcurementInstrumentDates>
      <FundingStatus>
        <FundingStatusDescription>Certified</FundingStatusDescription>
        <FundingStatusDateTime>2018-05-28</FundingStatusDateTime>
        <SystemCertifier>
          <DITPRNumber>16692</DITPRNumber>
          <SystemAdministratorDoDAAC>H00001</SystemAdministratorDoDAAC>
        </SystemCertifier>
      </FundingStatus>
    ...
  </ProcurementInstrumentDates>
  <ProcurementInstrumentIdentifier>
    <ProcurementInstrumentOrigin>Department of Defense</ProcurementInstrumentOrigin>
    <ProcurementInstrumentVehicle>Contract (Definitive)</ProcurementInstrumentVehicle>
    <ProcurementInstrumentNumber>
      <EnterpriseIdentifier>FA5702</EnterpriseIdentifier>
      <Year>17</Year>
      <ProcurementInstrumentTypeCode>C</ProcurementInstrumentTypeCode>
      <SerializedIdentifier>0029</SerializedIdentifier>
    </ProcurementInstrumentNumber>
    <ProcurementInstrumentDescription>Contract Being Modified - Award</ProcurementInstrumentDescription>
  </ProcurementInstrumentIdentifier>
  </ProcurementInstrumentHeader>
</PurchaseRequest>
<AwardModificationRequestInformation>
  <ProcurementInstrumentAmountRequests>
    <RequestedFundingAmountChanges>
      ...
    </RequestedFundingAmountChanges>
  </ProcurementInstrumentAmountRequests>
</AwardModificationRequestInformation>
```

4.6.4 **Informational Sub-Lines and Funded Amount**

**Rule:** When requesting that the funded amount on an informational sub-line be changed on a contract, the request must also ask for a change to the line’s obligated amount. The reverse is also true; requests to change an informational sub-line’s obligated amount must be accompanied by a request to change the funded amount.

**Implementation:** When `.../AwardModificationRequestDetails/ContactLineItems/LineItems/ChangedLineItems/CurrentLineItem/LineItemIdentifier/DFARS/LineItem/LineItemType>= “INFOSLIN”`, if either `.../AwardModificationRequestDetails/ContactLineItems/LineItems/ChangedLineItems/CurrentLineItem/LineItemAmounts/ItemRequestedAmount` or an iteration of `.../AwardModificationRequestDetails/ContactLineItems/LineItems/ChangedLineItems/CurrentLineItem/LineItemAmounts/ItemRequestedAmount` or `.../AwardModificationRequestDetails/ContactLineItems/LineItems/ChangedLineItems/CurrentLineItem/LineItemAmounts/ItemOtherAmounts` where `.../AmountDescription= “Funded Amount”` is provided, the other must be provided.
**XML Sample:**

```xml
...<CurrentLineItem>
    <LineItemIdentifier>
        <DFARS>
            <LineItemType>INFOSLIN</LineItemType>
            ...</DFARS>
        </LineItemIdentifier>
        ...<LineItemAmounts>
            <ItemRequestedAmount>
                <RequestedAmount>500.00</RequestedAmount>
                <AccountingReferenceNumber>
                    <ACRN>AF</ACRN>
                </AccountingReferenceNumber>
            </ItemRequestedAmount>
            <ItemOtherAmounts>
                <AmountDescription>Funded Amount</AmountDescription>
                <Amount>250.00</Amount>
            </ItemOtherAmounts>
        </LineItemAmounts>
    </CurrentLineItem>
...```
Appendix A.  Contract Mod Request Scenarios

The companion to this document is a zip file that contains sample xml files for these common scenarios:

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Scenario Name</th>
<th>Filename</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Add incremental funding</td>
<td>01_AddIncrementalFunding.xml</td>
</tr>
<tr>
<td>2</td>
<td>Cancel a Line Item</td>
<td>02_CancelALineItem.xml</td>
</tr>
<tr>
<td>3</td>
<td>Change Period of Performance (No cost extension)</td>
<td>03_ChangePeriodOfPerformance.xml</td>
</tr>
<tr>
<td>4</td>
<td>Add cost and funding</td>
<td>04_AddCostAndFunding.xml</td>
</tr>
<tr>
<td>5</td>
<td>Add a Line Item using a New LOA</td>
<td>05_AddALineItemUsingNewLOA.xml</td>
</tr>
<tr>
<td>6</td>
<td>Add a line item using an Existing LOA</td>
<td>06_AddALineItemUsingExistingLOA.xml</td>
</tr>
<tr>
<td>7</td>
<td>Exercise Option Request with New Funds</td>
<td>07_ExerciseOptionRequestWithNewFunds.xml</td>
</tr>
<tr>
<td>8</td>
<td>Replace a Line of Accounting</td>
<td>08_ReplaceALineOfAccounting</td>
</tr>
<tr>
<td>9</td>
<td>Partially cancel a line item</td>
<td>09_PartiallyCancelALineItem</td>
</tr>
<tr>
<td>10</td>
<td>Use a MIPR to add funding</td>
<td>10_UseMIPRtoAddFunding</td>
</tr>
</tbody>
</table>
Appendix B. XSD and XML – A Brief Description

An XML Schema Definition (.xsd) file describes the structure of an XML document. It defines the building blocks of an XML document such as:

- the elements and attributes that can appear in a document
- the number of (and order of) child elements
- data types for elements and attributes
- default and fixed values for elements and attributes

An **element** represents pieces of information and may contain data, attributes, or nested elements:

- data: `<Dog>Benji</Dog>
- data and attribute: `<Dog breed="Mutt">Benji</Dog`
- nested elements:

```xml
<Dog>
  <Name>Benji</Name>
  <Breed>Mutt</Breed>
</Dog>
```

A **tag** represents an element and each element is composed of a **start tag** and an **end tag**. For the Dog element. The start tag is `<Dog>` and the end tag is `</Dog>`.

An **attribute** is the mechanism for providing qualifying pieces of information and appears in the start tag. They further define the information provided in that element. A start tag may have one or more attributes or may have none. “breed” is the attribute in `<Dog breed="Mutt">`. The value for the attribute is provided between the quote marks.

In this document, an **annotation** is documentation for human consumption that is found in the schema (.xsd). In the box below, the text underneath the element boxes are annotations. The annotation under `<FAR> is “Line item number as defined in the Federal Acquisition Regulation (FAR).”

---

Contains the number and product/service description of the line item(s) to be removed.

Description of the product or service of the line item being deleted.