

MDO CO Sign/Release Order

Reference Guide

Homepage

MDO Application

MDO

Create

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Total Target Price 30

Target Price 30

Total Estimated Amount..... 30

<p>Roles</p>	<p>The role(s) required to Sign/Release an Order document in the Modifications and Delivery Orders (MDO) application:</p> <ul style="list-style-type: none"> • MDO - Contracting Officer
<p>Sign/Release an Order Document</p>	<p>This guide provides an overview of how an MDO – Contracting Officer user Signs/Releases an Order document in the Modifications and Delivery Orders (MDO) application that was approved for release from a Contractor or by the MDO – Contracting Officer.</p> <p>Log in to PIEE as an MDO - Contracting Officer and access the MDO application. In the MDO application go to MDO > Search. Only documents in the ‘Awaiting Contracting Officer Signature’ status may be Signed/Released by an MDO – CO.</p> <p>Alternatively, documents may also be accessible through the MDO Dashboard using the Inbox table, this table contains documents that require the user’s action to progress the document to the next step in the workflow.</p>
<p>Order Workflow Paths</p>	<p>There are two workflow paths for the MDO Order document:</p> <ul style="list-style-type: none"> • Bilateral • Unilateral <p>The workflow is chosen based on the field "Kind of Order" located Order > Header Tab > Type of Mod/Contract > Kind of Order.</p> <p>Modifications on the Bilateral workflow require the Contractor to sign the SF30 document.</p> <p>Modifications on the Unilateral workflow do not require a Contractor signature.</p> <p>For more workflow information, refer to the Order Document Workflow Diagram located WBT > MDO > Getting Started in MDO > Workflow Diagrams.</p>
<p>Search Criteria</p>	<p>The MDO Search page is used to search for Order documents in the workflow.</p> <p>MDO – Search for ARZ MOD/Modification/Order</p> <p>MDO Search</p> <ul style="list-style-type: none"> • Document Type • Initiator Location Codes

- Document ID Number
- Contract Number (*Starts With / Equal To / Is Null / Not Null*)
- Order Number (*Starts With / Equal To / Is Null / Not Null*)
- Contractor CAGE (*Current / New / Old*)
- Admin Office (*Current / New / Old*)
- Pay Office (*Current / New / Old*)
- CMO DoDAAC (*Established / Disestablished*)
- Status
- Create Date From (*Greater than or equal to / Greater than / Equal to / Less than or equal to / Less than*)
- Create Date To (*Greater than or equal to / Greater than / Equal to / Less than or equal to / Less than*)

Buttons:

- Search
- Download
- Bookmark
- Cancel

MDO Search for ARZ MOD/Modification/Order

MDO Search

Document Type: Select... (Document Type is required)

Initiator Location Codes: [Text Field]

Document ID Number: [Text Field]

Contract Number: Starts With [Dropdown] [Text Field]

Order Number: Starts With [Dropdown] [Text Field]

Contractor CAGE: [Dropdown] [Text Field]

Admin Office: [Dropdown] [Text Field]

Pay Office: [Dropdown] [Text Field]

CMO DoDAAC: [Dropdown] [Text Field]

Status: Status [Dropdown]

Create Date From: [Dropdown] [Text Field]

Create Date To: [Dropdown] [Text Field]

Assigned to Me:

[Search] [Download] [Bookmark] [Cancel]

NOTE: At least one search criterion is required to perform a search.

Select '**Order**' from the Document Type dropdown and '**Awaiting Contracting Officer Signature**' from the status drop-down; enter additional Search Criteria and click the **Search** button. MDO – Contracting Officers may **Sign/Release** documents assigned to them or in their span of control.

The **Assigned to Me** checkbox will narrow the search results to only documents currently assigned to you for work; this includes documents that may be recalled.

After entering search criteria, click the **Search** button. The search results display on the same page.

Search Results display below the Search Criteria and allow new searches without leaving the page. Users can find the MDO documents quickly and easily. Locate the document being **Signed/Released** and click the **Document ID** hyperlink to open the Order.

Search Results Columns:

- Document ID
- Initiator
- Contract Number
- Order Number
- Mod Number
- Effective Date
- Status
- Document Type
- Create Date
- Pay Office
- Admin Office
- Contractor Name
- Total Contract Amount
- Total Foreign Contract Amount

Search Results

Buttons:

- Search
- Download
- Bookmark
- Cancel

Document ID	Initiator	Contract Number	Order Number	Mod Number	Effective Date	Status	Document Type	Create Date	Pay Office	Admin Office	Contractor Name	Total Contract Amount	Total Foreign Contract Amount
61100782	1	S0513A51D0003	S0512A23F1002		2022/12/10	Signed Released	ORDER	2022/12/10	HQ0131	FU4417		0	
61100482	1	S0512A1SD1069	S0512A23F9901		2022/09/15	Signed Released	ORDER	2022/09/15	N62828	FU4417		0	
61100762	1	S0512A1SD1009	S0512A25F0002		2022/12/08	Awaiting Contractor Signature	ORDER	2022/12/08	N62828	FU4417		0	
61101462		S0512A1SD1009	S0512A23F0007			Draft	ORDER	2023/02/07	N62828	S0512A		0	
61101464		S0512A1SD1009	S0512A24F0003			Draft	ORDER	2023/02/07	N62828	S0512A		0	
61101466		S0512A1SD1009	S0512A24F0004		2024/08/20	Draft	ORDER	2023/02/07	N62828	S0512A		0	
61101468		S0512A1SD1009	S0512A23F0010			Draft	ORDER	2023/02/07	N62828	S0512A		0	
61101584		S0512A1SD1069	S0512A25F0002		2023/02/09	Awaiting Contractor Signature	ORDER	2023/02/09	N62828	FA3030		0	
61102022		S0512A1SD1009	S0512A24F0005		2023/02/17	Draft	ORDER	2023/02/17	N62828	S0512A		0	
61101642		S0512A1SD1009	S0512A23F0014			Draft	ORDER	2023/02/10	N62828	S0512A		0	

Records: 1 to 10 254 Records Returned

Header Tab

The **Order** screen displays. All tabs are populated with information entered upon order creation and review.

The MDO – CO may edit the Modification by clicking the **Edit** button; the document is in a read-only state by default. If the Order is edited in '**Awaiting Contracting Officer Signature**' status, the document will need to be submitted for Contractor review again.

Order Creation Tabs:

- Header
- Clause and Provisions
- Accounting
- Line Item
- Schedule
- Free Text
- Attachments
- History

*NOTE: The **Save** button is available at all points during the Order workflow process. The button saves all information currently input. Take note of the Document ID at the top of the page; this ID may be used to locate the saved document via the MDO Search page. Refer to the [Save](#) training available on the MDO WBT under [General Functions](#) link for more details.*

The Order document information is available at the top of the screen and is visible on all tabs.

Order Document Information:

- Order Document
- Contract Number
- Order Number
- CAGE

Header Tab Information

Header General Fields

- Contract Effective Date
- Effective Date of Order (*NOTE: If the date is in the past, then the date will automatically update to the current date when a Contractor sends the document to CO for review or when a CO signs/releases the document. If the date is in the future, it will remain unchanged.*)
- Facility Code
- DPAS Priority

Type of Mod/Contract

NOTE: Contractor information and Contractor Review are required when Bilateral is selected.

- Kind of Order
- [Type of Contract](#)
- [Kind of Contract](#)

DoDAACs

- Issued By DoDAAC
- Admin By DoDAAC
- Payment Office DoDAAC
- Definitization Status
- Criticality Designator
- Inherently Governmental Functions * (*Field displays when a line item including a PSC starting with an alpha character is added to the order*)

Contractor Information

- Contractor Name
- Address Line 1
- Address Line 2
- Address Line 3
- City
- State
- Zip Code
- Contractor First Name
- Contractor Last Name
- Contractor Email

Buttons:

- Release Order (*Displays when the following is selected for Kind of Order: Unilateral*)
- Edit (*Selecting this button populates the Order edit screen; refer to the [Order Review/Edit](#) training*)
- [Release Information](#) (*Selecting this button populates a Release Information module*) (*Button populates when the Order is in the Awaiting Contracting Officer Signature status*)
- Delete (*Displays after Creation or Save*)
- View PDF
 - SF1449
 - DD1150
- Back

Order Document: 61105893 Contract Number: S0512A00D9003 Order Number: FU441725F0001 CAGE: 06481 Mod #

Header Clause and Provisions Accounting Line Item Schedule Free Text Attachments History

Contract Effective Date: 2023-10-19 Effective Date of Order: 2024-03-14 Facility Code:

DPAS Priority:

Type of Mod/Contract:

Kind of Order: B Type of Contract: Cost No Fee Kind of Contract:

DoDAACs:

Issued By DoDAAC: FU4417 Admin By DoDAAC: S0512A Payment Office DoDAAC: S0512A

Definitization Status: U Criticality Designator:

Contractor Information:

Contractor Name	Address Line 1	Address Line 2	Address Line 3	City	State	Zip Code	Country
				WOODLAND HILLS	CA	91367	USA

Contractor First Name: Contractor Last Name: Contractor Email:

Clause and Provisions Tab

Clause and Provisions Results:

- Clause/Provision
- Regulation/Supplement (FAR or DFARS)
- Number
- Prescription Number
- Alternate Number
- Title
- Effective Date
- Clause Full Text

Buttons:

- Release Order (*Displays when the following is selected for Kind of Order: Unilateral*)
- Edit (*Selecting this button populates the Order edit screen; refer to the [Order Review/Edit training](#)*)
- [Release Information](#) (*Selecting this button populates a Release Information module*) (*Button populates when the Order is in the Awaiting Contracting Officer Signature status*)
- Delete (*Displays after Creation or Save*)
- View PDF
 - SF1449
 - DD1150
- Back

Order Document: 61105893 Contract Number: S0512A00D9003 Order Number: FU441725F0001 CAGE: 06481 Mod #

Header **Clause and Provisions** Accounting Line Item Schedule Free Text Attachments History

Clause Provisions

Clause and Provisions Results

Clause/Provision	Regulation/Supplement (FAR or DFARS)	Number	Prescription Number	Alternate Number	Title	Effective Date	Clause Full Text
No records found							

Records: 1 to 0 << < > >> 10 0 Records Returned

[Release Order](#) [Edit](#) [Release Information](#) [Generate FPDS CARs](#) [Validate FPDS CARs](#) [Delete](#) [View PDF](#) [Back](#)

Accounting Tab

Accounting

USD Amounts

- USD Total Contract Amount
- USD Cost
- USD FEE
- USD Obligated Amount (*Field is pre-populated*)

Foreign Amounts

- Foreign Total Contract Amount
- USD Obligated Amount to be Converted (*Field is pre-populated*)

Discount

- Discount 1 Percent
- Discount 1 Days
- Discount 2 Percent
- Discount 2 Days
- Discount Days Net

Rates

- US Progress Payment Rate
- US Liquidation Rate
- FMS Progress Payment Rate
- FMS Liquidation Rate

ACRN(s)

Buttons:

- Download

Columns:

- ACRN
- Currency Code
- USD Obligated Amount
- USD ULO Amount
- USD Obligated Amt to be Converted
- Foreign Obligated Amt
- Budgetary Exchange Rate
- Line of Accounting (*Field is a hyperlink to a LOA Free Form screen*)

Buttons:

- Release Order (*Displays when the following is selected for Kind of Order: Unilateral*)
- Edit (*Selecting this button populates the Order edit screen; refer to the [Order Review/Edit training](#)*)
- [Release Information](#) (*Selecting this button populates a Release Information module*) (*Button populates when the Order is in the Awaiting Contracting Officer Signature status*)
- Delete (*Displays after Creation or Save*)
- View PDF
 - SF1449
 - DD1150
- Back

Order Document: 61105893 Contract Number: S0512A0009003 Order Number: FU441725F0001 CAGE: 06481 Mod #

Header Clause and Provisions **Accounting** Line Item Schedule Free Text Attachments History

Accounting

USD Amounts

USD Total Contract Amount	USD Cost	USD Fee	USD Obligated Amount
0.00	0.00	0.00	\$0.00

Foreign Amounts

Foreign Total Contract Amount	USD Obligated Amount to be Converted
0.00	\$0.00

Discount

Discount 1 Percent	Discount 1 Days	Discount 2 Percent	Discount 2 Days	Discount Days Net
0.00	0	0.00	0	0

Rates

US Progress Payment Rate	US Liquidation Rate	FMS Progress Payment Rate	FMS Liquidation Rate
0.0	0.0	0.0	0.0

ACRN(s)

ACRN	Currency Code	USD Obligated Amount	USD ULO Amount	USD Obligated Amt to be Converted	Foreign Obligated Amt	Budgetary Exchange Rate	Line of Accounting
Records: 1 to 0 << < > >> 10 0 Records Returned							

The T Symbol indicates situational entry, at least one is required

[Release Order](#) [Edit](#) [Release Information](#) [Generate FPDS CARs](#) [Validate FPDS CARs](#) [Delete](#) [View PDF](#) [Back](#)

Line Item Tab

Line Items

Buttons:

- Download

Columns:

- Line Item Number
- Noun
- Order Quantity
- Unit of Measure
- USD Total Line Item Amount
- Total Estimated Amount
- Estimated Cost
- Fixed Fee
- Target Price
- Ceiling Amount
- Base Price
- Total Funds Allotted
- ACRN(s)
- Info. CLIN
- Pricing Arrangement
- Product Service Code
- Inspection Site
- Acceptance Site

Buttons:

- Release Order (*Displays when the following is selected for Kind of Order: Unilateral*)
- Edit (*Selecting this button populates the Order edit screen; refer to the [Order Review/Edit training](#)*)
- [Release Information](#) (*Selecting this button populates a Release Information module*) (*Button populates when the Order is in the Awaiting Contracting Officer Signature status*)
- Delete (*Displays after Creation or Save*)
- View PDF
 - SF1449
 - DD1150
- Back

Order Document: 61105893 Contract Number: S0512A00D9003 Order Number: FU441725F0001 CAGE: 06481 Mod #

Header Clause and Provisions Accounting **Line Item** Schedule Free Text Attachments History

Line Items

[Download](#)

Line Item Number	Noun	Order Quantity	Unit of Measure	USD Total Line Item Amount	Total Estimated Amount	Estimated Cost	Fixed Fee	Target Price	Ceiling Amount	Base Price	Total Funds Allotted	ACRN(s)	Info. CLIN	Pricing Arrangement	Product Se
0001	laptop	1	Each	90.00		\$99.00					\$99.00			Cost No Fee	A

Records: 1 to 1 << < 1 > >> 10 1 Records Returned

[Release Order](#) [Edit](#) [Release Information](#) [Generate FPDS CARs](#) [Validate FPDS CARs](#) [Delete](#) [View PDF](#) [Back](#)

Schedule Tab

Schedule(s)

Buttons:

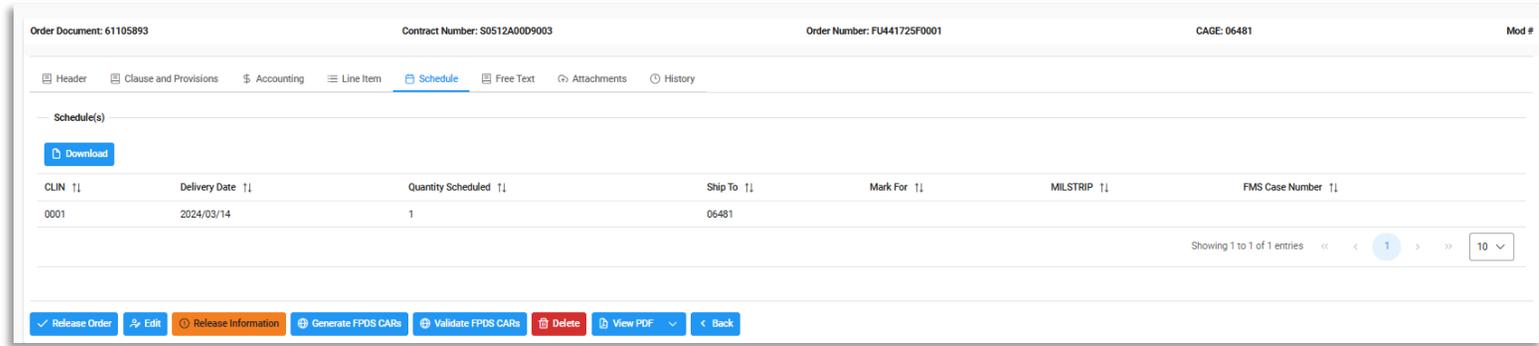
- Download

Columns:

- CLIN
- Delivery Date
- Quantity Scheduled
- Ship To
- Mark For
- MILSTRIP
- FMS Case Number

Buttons:

- Release Order (*Displays when the following is selected for Kind of Order: Unilateral*)
- Edit (*Selecting this button populates the Order edit screen; refer to the [Order Review/Edit training](#)*)
- [Release Information](#) (*Selecting this button populates a Release Information module*) (*Button populates when the Order is in the Awaiting Contracting Officer Signature status*)
- Delete (*Displays after Creation or Save*)
- View PDF
 - SF1449
 - DD1150
- Back



Free Text Tab

Enter additional information regarding the opening remarks, special payment instructions, and closing remarks on the Free Text tab.

NOTE: *Special Payment Instructions* field displays when a CLS XML is uploaded on the [Clause and Provisions](#) tab.

Order Free Text

- Opening Remarks
- Closing Remarks
- Section A: Solicitation/Contract Form
- Section B: Supplies or Services and Prices/Costs
- Section C: Description/Specifications/Statement of Work
- Section D: Packaging and Marking
- Section E: Inspection and Acceptance
- Section F: Deliveries or Performance
- Section G: Contract Administration Data
- Section H: Special Contract Requirements
- Section I: Contract Clauses
- Section J: Attachments

The following Free Text fields allow formatting such as bolding, highlighting, italicizing, underlining, and inserting tables. Any edits will translate to the exported PDF:

- Solicitation/contract form
- Supplies or services and prices/costs
- Description/specifications/statement of work
- Packaging and marking
- Inspection and acceptance
- Deliveries or performance
- Contract Administration Data
- Special Contract Requirements
- Contract Clauses

Buttons:

- Release Order (*Displays when the following is selected for Kind of Order: Unilateral*)
- Edit (*Selecting this button populates the Order edit screen; refer to the [Order Review/Edit training](#)*)
- [Release Information](#) (*Selecting this button populates a Release Information module*) (*Button populates when the Order is in the Awaiting Contracting Officer Signature status*)
- Delete (*Displays after Creation or Save*)
- View PDF
 - SF1449
 - DD1150
- Back

The screenshot displays the 'Order Document' interface for document 61105893, contract number S0512A00D9003, order number FU441725F0001, and CAGE 06481. The interface includes a navigation menu with options like Header, Clause and Provisions, Accounting, Line Item, Schedule, Free Text (selected), Attachments, and History. The main content area is divided into two columns: 'Opening Remarks' and 'Closing Remarks', each with a text input field. Below these are sections A through J, including Solicitation/Contract Form, Supplies or Services and Prices/Costs, Description/Specifications/Statement of Work, Packaging and Marking, Inspection and Acceptance, Deliveries or Performance, Contract Administration Data, Special Contract Requirements, Contract Clauses, and Attachments. At the bottom, a toolbar contains buttons for Release Order, Edit, Release Information (highlighted in orange), Generate FPDS CARs, Validate FPDS CARs, Delete, View PDF, and Back.

Attachments Tab

Adding Attachments

To begin adding attachments click the **Choose** button. Select all necessary attachments in a PDF format. All attachments selected display below where they may be deleted or added.

After confirming all attachments are correct click the **Upload** button. After a successful upload, attachments display below on the document. Uploaded attachments may be deleted.

The **Cancel** button next to the Upload button cancels the uploading of chosen attachments.

Buttons:

- Choose
- Upload
- Cancel

Files being Uploaded section:

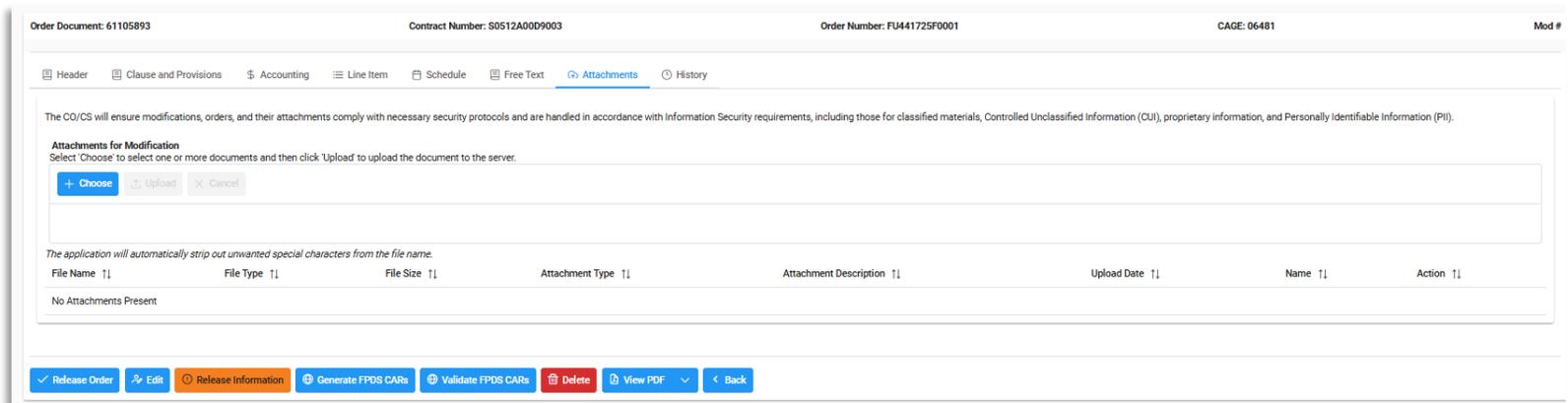
- File Name
- File Size (KB/MB)
- Delete

Files that have been Uploaded section:

- File Name (*Special characters are removed*)
- File Type (PDF)
- File Size (MB)
- Attachment Type
- Attachment Description
- Upload Date
- Name (*Uploader's First/Last Name*)
- Actions
 - Delete

Buttons:

- Release Order (*Displays when the following is selected for Kind of Order: Unilateral*)
- Edit (*Selecting this button populates the Order edit screen; refer to the [Order Review/Edit training](#)*)
- [Release Information](#) (*Selecting this button populates a Release Information module*) (*Button populates when the Order is in the Awaiting Contracting Officer Signature status*)
- Delete (*Displays after Creation or Save*)
- View PDF
 - SF1449
 - DD1150
- Back



History Tab

During the initial create process this page is blank until an action is taken.

The History tab displays all actions taken on an Order, separated by role and action.

History tab entries:

- Role
- Action Taken
- Action Date
- Status
- First Name
- Last Name
- Email
- Title
- Commercial Telephone
- DSN Telephone
- Comments

Buttons:

- Release Order (*Displays when the following is selected for Kind of Order: Unilateral*)
- Edit (*Selecting this button populates the Order edit screen; refer to the [Order Review/Edit training](#)*)
- [Release Information](#) (*Selecting this button populates a Release Information module*) (*Button populates when the Order is in the Awaiting Contracting Officer Signature status*)
- Delete (*Displays after Creation or Save*)
- View PDF
 - SF1449
 - DD1150
- Back

Order Document: 61105893 Contract Number: S0512A009003 Order Number: FU441725F0001 CAGE: 06481

Header Clause and Provisions Accounting Line Item Schedule Free Text Attachments **History**

MDO - Contracting Officer - 2024/03/14 8:00:38 PM UTC

Role	MDO - Contracting Officer	Action Taken	Initiated
Action Date	2024/03/14 8:00:38 PM UTC	Status	Awaiting Contractor Signature
First Name	[Redacted]	Last Name	[Redacted]
Email	[Redacted]	Title	Correctional Institution Administration
Commercial Telephone	9042547064	DSN Telephone	
Comments			

MDO - Contractor Access - 2024/03/14 8:12:39 PM UTC

Role	MDO - Contractor Access	Action Taken	Reviewed
Action Date	2024/03/14 8:12:39 PM UTC	Status	Awaiting Contracting Officer Signature
First Name	[Redacted]	Last Name	[Redacted]
Email	[Redacted]	Title	
Commercial Telephone		DSN Telephone	
Comments			

[Release Order](#) [Edit](#) [Release Information](#) [Generate FPDS CARs](#) [Validate FPDS CARs](#) [Delete](#) [View PDF](#) [Back](#)

Submit Sign/Release

After reviewing the information to ensure it is correct and is ready for submission, click the **Release Order** button to finish the workflow process. Document validation runs displaying soft warnings/errors on a modal pop-up; make necessary corrections before submitting. An optional Comments box is available on the pop-up. The User's DoDAAC(s) displays on the pop-up. Users with multiple DoDAACs may select a different DoDAAC to submit the Order. Click the **Release Order** button to continue; users with a User ID and Password will enter Multifactor Authentication; Certificate or CAC/PIV users will select their certificate.

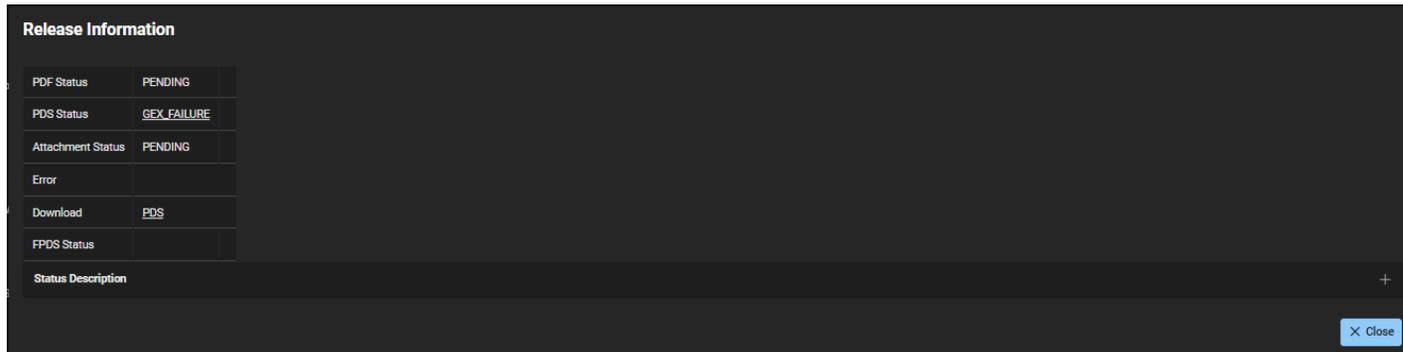
Releasing the Order populates a Release Information button. Select the button displays the Release Information screen, which provides additional information on the release.

Release Information Module:

(Order Release Information is populated from GEX)

- PDF Status
- PDS Status (*Field hyperlinks to a GEX response which provides additional information when the order fails to validate PDS with GEX*)
- Attachment Status
- Error
- Download (*Field is a hyperlink to download the associated documents*)
- FPDS Status (*Field is a hyperlink, select it to view the response received from FPDS*)
- Status Description
 - Status

○ Description



A dark-themed dialog box titled "Release Information". It contains a table with the following data:

PDF Status	PENDING
PDS Status	GEX_FAILURE
Attachment Status	PENDING
Error	
Download	PDS
FPDS Status	
Status Description	

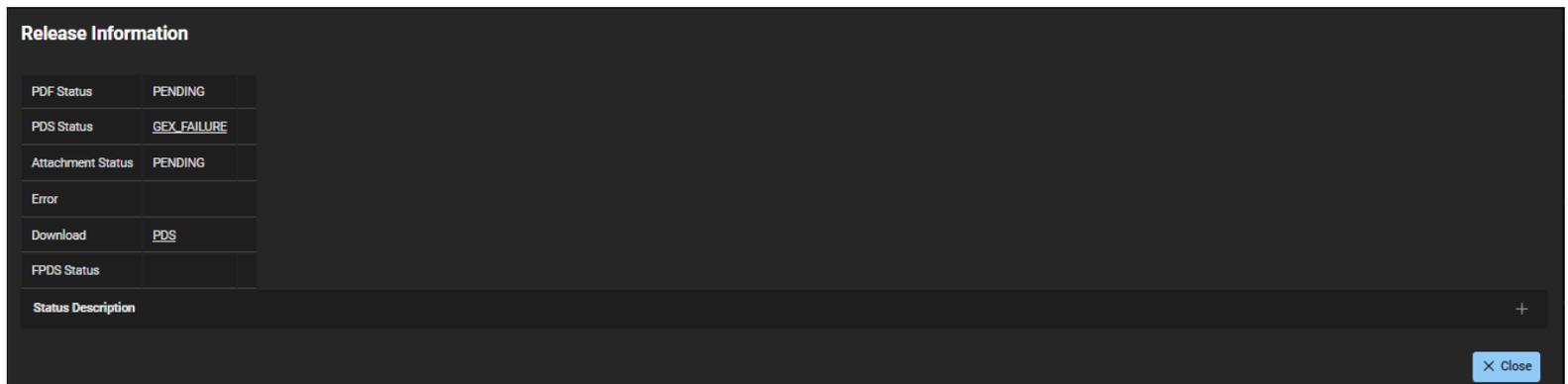
At the bottom right of the dialog box, there is a blue button labeled "Close" with a small 'X' icon to its left.

GEX Response

- Error Type
- Error Category
- Error Message
- Section

Button(s)

- Download
- Close



A dark-themed dialog box titled "Release Information". It contains a table with the following data:

PDF Status	PENDING
PDS Status	GEX_FAILURE
Attachment Status	PENDING
Error	
Download	PDS
FPDS Status	
Status Description	

At the bottom right of the dialog box, there is a blue button labeled "Close" with a small 'X' icon to its left.

FPDS Response

- Message Type
- Document Summary
- Message Detail

Button(s)

- Download
- Close



**Submit
Sign/Release
Success**

Successfully **Signing/Releasing** an Order directs the user to a Success screen with the information for the document. The document is in the status **Signed/Released**. An email is sent to the users associated with the document; informing them the document has been **Signed/Released** by the **MDO – Contracting Officer**. No further action is required.

Information provided on the Success screen:

- Document ID
- Document Type
- Status
- Action Taken
- Action Date
- Submitted By

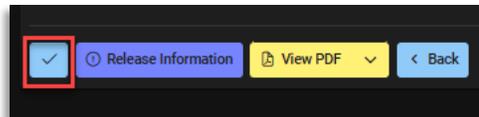
Buttons:

- Home

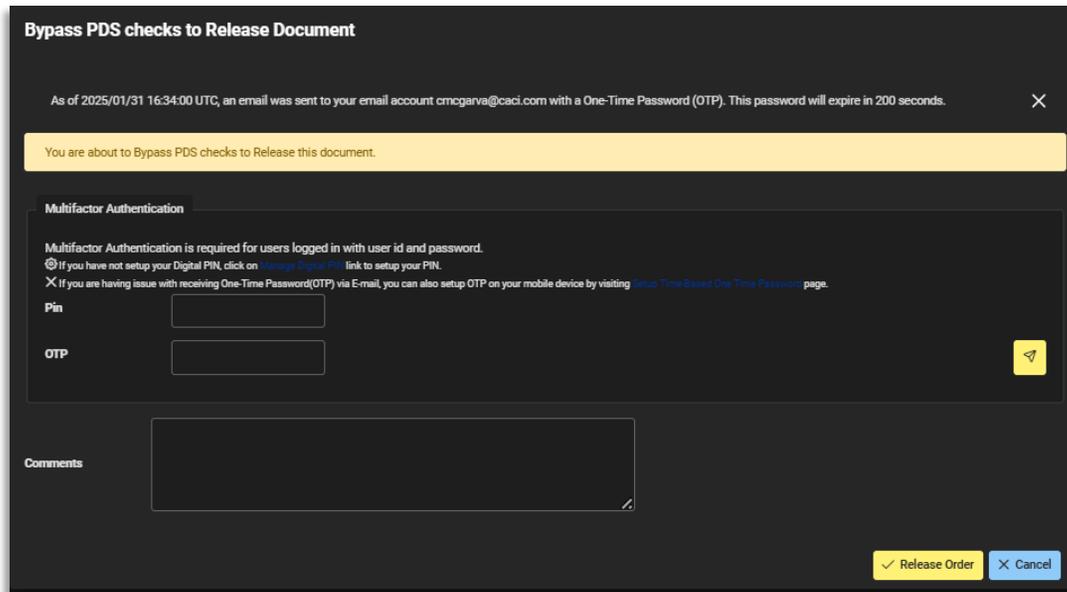
**Release/Publication
Error**

If the Release Order button is selected and there is an error associated with the order, the order goes into the **Release/Publication Error** status. When the order's DD1155, DD1449, PDS XML, and attachments submitted to GEX have errors or the SF 30, PDS XML, and attachments submitted to EDA have errors, the order will automatically be moved to the Release/Publication Error status and a Release Publication warning message appears. The document will need to be **Signed/Released** again by the assigned **MDO – Contracting Officer** or another in the same span of control. Otherwise, the error will need to be bypassed via the Bypass PDS checks to Release Document button.

The **Bypass PDS checks to Release Document** button displays when the order is in the **Release/Publication Error** status.



To continue with the release process, select the button to perform a bypass. Selecting the button displays a Bypass PDS checks to Release Document page. Enter in the applicable information and select the **Release Order** button to proceed.



The order is released and a confirmation message displays. Once the Order is released, it goes into the Signed/Bypass Release status and the SF30 will have a signature.

NOTE: When a Bypass Release is executed and the PDF posts to EDA_SUCCESS, a warning message stating, "WARNING: The PDF has successfully posted to EDA; however, the PDS XML was not passed downstream to receiving systems" appears.

Additional Support Information

Drop-down Fields/Lists

Header Tab

Header General Fields

- DPAS Priority
 - DPAS Priority First Field
 - DO
 - DX
 - Unrated
 - DPAS Priority Second Field
 - A1 - AIRCRAFT
 - A2 - MISSILE AND SPACE SYSTEMS
 - A3 - SHIPS

- A4 - TANK-AUTOMOTIVE PROGRAM
- A5 - WEAPONS
- A6 - AMMUNITION
- A7 - ELECTRONICS AND COMMUNICATIONS EQUIPMENT
- A8 - FUELS AND LUBRICANTS PROGRAM
- A9 - TEXTILES, CLOTHING AND EQUIPMENT
- B1 - BUILDING SUPPLIES
- B2 - SUBSISTENCE
- B3 - TRANSPORTATION EQUIPMENT (RAILWAY)
- B8 - PRODUCTION EQUIPMENT
- B9 - PRODUCTION EQUIPMENT (GOVERNMENT-OWNED)
- C1 - FOOD RESOURCES (COMBAT RATIONS)
- C2 - CONSTRUCTION
- C3 - MAINTENANCE, REPAIR, OPERATION (MRO) SUPPLIES FOR DOD
- C8 - CONTROL MATERIALS FOR DISC
- C9 - MISCELLANEOUS
- D1 - CANADIAN MILITARY PROGRAMS
- D2 - CANADIAN PRODUCTION AND CONSTRUCTION
- D3 - CANADIAN ATOMIC ENERGY PROGRAM
- E1 - CONSTRUCTION (ATOMIC ENERGY PROGRAM)
- E2 - OPERATIONS
- E3 - PRIVATELY OWNED FACILITIES (ATOMIC ENERGY)
- F1 - EXPLORATION, PRODUCTION, REFINING AND TRANSPORTATION
- F2 - CONSERVATION
- F3 - CONSTRUCTION AND MAINTENANCE
- G1 - CERTAIN MUNITIONS ITEMS PURCHASED BY FRIENDLY FOREIGN GOVERNMENTS
- G2 - CERTAIN DIRECT DEFENSE NEEDS OF FRIENDLY FOREIGN GOVERNMENTS OTHER THAN CANADA
- G3 - FRIENDLY FOREIGN NATIONS
- H1 - CERTAIN COMBINED ORDERS
- H2 - CONTROLLED MATERIAL PRODUCERS
- H3 - FURTHER CONVERTERS
- H4 - DISTRIBUTORS OF CONTROLLED MATERIALS
- H5 - PRIVATE DOMESTIC PRODUCTION
- H6 - PRIVATE DOMESTIC CONSTRUCTION
- H7 - MAINTENANCE, REPAIR AND OPERATING SUPPLIES
- J1 - F16 CO-PRODUCTION PROGRAM
- K1 - FEDERAL SUPPLY ITEMS
- N1 - APPROVED CIVIL DEFENSE PROGRAMS
- S1 - SERVICES
- 1A - AIRFRAMES AND RELATED ASSEMBLIES AND SPARES
- 1B - AIRCRAFT ENGINES AND RELATED SPARES AND PARTS
- 1C - OTHER AIRCRAFT EQUIPMENT AND SUPPLIES NOT INCLUDED IN 1A/1B
- 4A - COMBAT VEHICLES
- 4B - NON-COMBAT VEHICLES
- 50 - NAVY
- 8A - PETROLEUM
- 8B - OTHER FUELS AND LUBRICANTS

- 8C - SEPARATELY PROCURED CONTAINERS AND HANDLING EQUIPMENT
- 9A - CONSTRUCTION EQUIPMENT
- 9B - MEDICAL AND DENTAL SUPPLIES AND EQUIPMENT
- 9C - PHOTOGRAPHER EQUIPMENT AND SUPPLIES
- 9D - MATERIAL HANDLING EQUIPMENT
- 9E - ALL OTHERS NOT IDENTIFIABLE TO ANY PROCUREMENT PROGRAM
- 9F - BLANK OR OTHER THAN ABOVE

Type of Mod/Contract

- Kind of Order
 - Bilateral
 - Unilateral
- Type of Contract *
 - Cost No Fee
 - Cost Plus Award Fee
 - Cost Plus Fixed Fee
 - Cost Plus Incentive Fee (Cost Based)
 - Cost Sharing
 - Firm Fixed Price
 - Fixed Award Fee
 - Fixed Price Incentive (Cost Based)
 - Fixed Price Incentive (Successive Targets)
 - Fixed Price Level of Effort
 - Fixed Price Re-determination Prospective
 - Fixed Price Re-determination Retrospective
 - Fixed Price with Economic Price Adjustment - Actual Costs
 - Fixed Price with Economic Price Adjustment - Cost Indexes
 - Fixed Price with Economic Price Adjustment - Established Prices
 - Labor Hour
 - Time and Materials
- Kind of Contract (*Pre-populate from EDA/SDW*)
 - Supply Contract and Priced Order
 - Research and Development Contract
 - System Acquisition Contract
 - Maintenance Contracts
 - Service Contract
 - Facility Contract
 - Undefinitized Letter Contract
 - Unpriced Order against BOA
 - Other

DoDAACs

- Definitization Status *
 - Un-Definitized
 - Definitized

- Criticality Designator
 - A
 - B
 - C

Line Item Tab

Add Line Item Screen

Line Item

- Line Item Type *
 - Product/Supply
 - Service
- Price Indicator *
 - Actual
 - Estimated
 - No Cost
 - Not Separately Priced
 - Undefined
- Price Arrangement
 - Cost No Fee
 - Cost Plus Award Fee
 - Cost Plus Fixed Fee
 - Cost Plus Incentive Fee (Cost Based)
 - Cost Sharing
 - Firm Fixed Price
 - Fixed Price Incentive (Cost Based)
 - Fixed Price Incentive (Successive Targets)
 - Fixed Price Level of Effort
 - Fixed Price Re-determination Prospective
 - Fixed Price Re-determination Retrospective
 - Fixed Price with Economic Price Adjustment - Actual Costs
 - Fixed Price with Economic Price Adjustment - Cost Indexes
 - Fixed Price with Economic Price Adjustment - Established Prices
 - Labor Hour
 - Time and Materials
- PQA/Inspection Site *
 - Source
 - Destination
 - Other
- Acceptance Site *
 - Source
 - Destination
 - Other

- FOB Site
 - Destination
 - FoB Point
 - Government Furnished Property (GFP)
 - Intermediate FoB Point
 - Origin (Shipping Point)
 - Origin (after Loading)
 - Other
 - Port of Embarkment
 - Port of Loading
 - Terminal
 - Worldwide Geographic Location
- Transportation Priority (*Displays when 'Product/Supply' is selected for the Line Item Type*)
 - TP 1 - IPD 01-03
 - TP 2 - IPD 04-08
 - TP 3 - IPD 09-15

Attachments Tab

[Files that have been Uploaded section:](#)

- Attachment Type
 - ACO MODIFICATIONS
 - DD 250S
 - CDRL
 - SUBCONTRACT INFO/SMALL BUSINESS
 - DATA ITEM SUBMITTALS
 - LETTERS TO/FROM CONTRACTOR
 - POST AWARD CONFERENCE
 - GENERAL PAYMENT INFORMATION
 - Performance Based Payment Schedule
 - INVOICES
 - Cost/Schedule Status Report (CDRL)
 - PRODUCTION/DELIVERY
 - PATENT
 - Make or Buy Plan
 - BUY AMERICAN Certificate of Compliance
 - PERFORMANCE BASED PAYMENTS
 - REIMBURSABLES
 - SAFETY
 - Quality Assurance Surveillance Plan
 - Engineering Waiver Requests
 - PUBLIC VOUCHERS
 - TRANSPORTATION
 - Collective Bargaining Agreement (CBA) Notification Letter
 - Plant clearance documents

- General payment information, not elsewhere listed
- TERMINATIONS
- Government Furnished Property Attachment
- GENERAL CORRESPONDENCE
- Contracting Officer's Decision
- GFP Attachments
- Property Control Surveillance Audit (PCSA)
- Proof of Insurance
- PREAWARD SURVEYS
- CLOSEOUT ACTIONS
- Performance Bond
- Contract Delivery Status
- Proposal
- Drawings
- INDEX/CHECK SHEETS
- Purchase Plan
- DID
- Statement of Objectives
- Material Safety Data Sheet
- QUALITY
- Statement of Work
- Small Business Subcontracting Plan
- Specification
- Wage Determination
- Subcontractor Plan
- LETTERS TO/FROM PCO/PM
- Engineering Deviation Requests
- Notice of Termination for Default
- Government Furnished Equipment List
- Government Furnished Information List
- Test Reports, not including First Article
- Notice of Termination for Convenience
- Signature Page
- Post award conference minutes
- Other
- Request for Use of Government Property
- Contract Funding Status
- PLANT CLEARANCE
- Data item submittals under CDRLS, not elsewhere listed
- PCO MODIFICATIONS
- Funding letters
- QUAP
- Embedded IUID List
- Show Cause Notice
- Performance Work Statement
- ENGINEERING/ECP/WAIVERS DEVIATIONS
- COMMERCIAL INVOICES

- Stop-Work Order
- CONTRACT (SOW, CDRLS, ECT)
- First Article Test Report
- PROPERTY
- PROGRESS PAYMENTS
- LEGAL ISSUES
- General correspondence, not elsewhere listed
- SUPPLIERS MISCELLANEOUS
- Contract Security Classification Specification (DD 254)
- WARRANTY TRACKING INFORMATION
- PRICING ISSUES/AUDITS NEGOTIATION
- Supplemental Commercial Warranty Terms and Conditions
- Property loss
- Patent Reports
- ECPs
- Payment Bond
- Option Exercise 120-day Request Letter
- Warranty Repair Source Instruction
- Cure Notice
- 60-Day Notif to Contractor of Govt Intent to Exercise Option
- Contractor Manpower Reporting (CDRL)
- Change Order

Currency Code:

- AED – UAE Dirham
- AFN – Afghani
- ALL – Lek
- AMD – Armenian Dram
- ANG – Netherlands Antillean Guilder
- AOA – Kwanza
- ARS – Argentine Peso
- ARZ – Azerbaijanian Manat
- AUD – Australian Dollar
- AWG – Aruban Florin
- BAM – Convertible Mark
- BBD – Barbados Dollar
- BDT – Taka
- BGN – Bulgarian Lev
- BHD – Bahraini Dinar
- BIF – Burundi Franc
- BMD – Bermudian Dollar
- BND – Brunie Dollar
- BOB – Boliviano

- BRL – Brazilian Real
- BSD – Bahamian Dollar
- BTN – Ngultrum
- BWP – Pula
- BYR – Belarusian Ruble
- BZD – Belize Dollar
- CAD – Canadian Dollar
- CDF – Congolese Franc
- CHF – Swiss Franc
- CLP – Chilean Peso
- CNY – Yan Renminbi
- COP – Colombian Peso
- COU – Unidad de Valor Real
- CRC – Costa Rican Colon
- CSD – Serbian Dinar
- CUP – Cuban Peso
- CVE – Cabo Verde Escudo
- CZK – Czech Koruna
- DJF – Djibouti Franc
- DKK – Danish Krone
- DOP – Dominican Peso
- DZD – Algerian Dinar
- ECV – Cape Verde Escudo
- EGP – Egyptian Pound
- ERN – Nakfa
- ETB – Ethiopian Birr
- EUR – Euro
- FJD – Fiji Dollar
- FKP – Falkland Islands Pound
- GBP – Pound Sterling
- GEL – Lari
- GHC – Ghana Cedi
- GIP – Gibraltar Pound
- GMD – Dalasi
- GNF – Guinean France
- GTQ – Quetzal
- GYD – Guyana Dollar
- HKD – Hong Kong Dollar
- HNL – Lempira
- HRK – Kuna
- HTG – Gourde
- HUF – Forint
- IDR – Rupiah
- ILS – New Israeli Sheqel

- INR – Indian Rupee
- IQD – Iraqi Dinar
- IRR – Iranian Rial
- ISK – Iceland Kronar
- JMD – Jamaican Dollar
- JOD – Jordanian Dinar
- JPY – Yen
- KES – Kenyan Shilling
- KGS – Som
- KHR – Riel
- KMF – Comorian Franc
- KPW – North Korean Won
- KRW – Won
- KWD – Kuwaiti Dinar
- KYD – Cayman Islands Dollar
- KZT – Tenge
- LAK – Lao Kip
- LBP – Lebanese Pound
- LKR – Sri Lanka Rupee
- LRD – Liberian Dollar
- LSL – Loti
- LTL – Lithuanian Litas
- LVL – Lithuanian Lats
- LYD – Libyan Dinar
- MAD – Moroccan Dirham
- MDL – Moldovan Leu
- MGS – Malagasy Ariary
- MKD – Denar
- MMK – Kyat
- MNT – Tugrik
- MOP – Pataca
- MRO – Ouguiya
- MUR – Mauritius Rupee
- MVR – Rufiyaa
- MWK – Malawi Kwacha
- MXN – Mexican Peso
- MYR – Malaysian Ringgit
- MZM – Mozambique Metical
- NAD – Namibia Dollar
- NGN – Naira
- NIO – Cordoba Oro
- NOK – Norwegian Krone
- NPR – Nepalese Rupee
- NZD – New Zealand Dollar

- OMR – Rial Omani
- PAB – Balboa
- PEN – Sol
- PGK – Kina
- PHP – Philippine Peso
- PKR – Pakistan Rupee
- PLN – Zloty
- PYG – Guarani
- QAR – Qatari Rial
- ROL – Romanian Leu
- RON – New Romanian Leu
- RUB – Russian Ruble
- RWF – Rwanda Franc
- SAR – Saudi Riyal
- SBD – Solomon Islands Dollar
- SCR – Seychelles Rupee
- SDG – Sudanese Pound
- SEK – Swedish Krona
- SGD – Singapore Dollar
- SHP – Saint Helena Pound
- SLL – Leone
- SOS – Somali Shilling
- STD – Dobra
- SVC – El Salvador Colon
- SYP – Syrian Pound
- SZL – Lilangeni
- THB – Baht
- TJS – Somoni
- TMT – Turkmenistan New Manat
- TND – Tunisian Dinar
- TOP – Pa'anga
- TRL – Turkish Lira
- TTD – Trinidad and Tobago Dollar
- TWD – New Taiwan Dollar
- TZS – Tanzanian Shilling
- UAH – Hryvnia
- UGX – Uganda Shilling
- USD – US Dollar
- UYU – Peso Uruguayo
- UZS – Uzbekistan Sum
- VES – Bolivar Soberano
- VND – Dong
- WST – Tala
- XAF – CFA Franc BEAC

- XCD – East Caribbean Dollar
- XOF – CFA France BCEAO
- XPF – CFP Franc
- YER – Yemeni Rial
- ZAR – Rand
- ZMK – Zambian Kwacha
- ZWD – Zimbabwe Dollar

All LOA Templates

Standard LOA Template

- Sub Class *
- Department Transfer Code *
- Department Regular Code *
- Beginning Period of Availability Fiscal Year Date *
- Ending Period of Availability Fiscal Year Date *
- Availability Type *
- Main Account *
- Sub Account *
- Business Event Type Code *
- Object Class *
- Reimbursable Flag *
- Budget Line Item *
- Security Cooperation *
- Security Cooperation Implementing *
- Security Cooperation Case Designator *
- Sub-Allocation *
- Agency Accounting Identifier Code *
- Agency Accounting Identifier *
- Funding Center Identifier *
- Cost Center Identifier *
- Project Identifier *
- Activity Identifier *
- Cost Element Code *
- Work Order Number *
- Functional Area *

Army LOA Template

- Dept Code *
- Dept Code (Issuing) *
- Fiscal year *
- Treasury Account Number *
- Subhead/Limit *
- Accounting Station Number *
- Program Year *
- Operating Agency Code *
- CPN Recipient/Organization *
- Allotment Serial Number *
- Project Account *
- Element Of Resource *
- Standard Document Number *
- Account Processing Code *

Air Force LOA Template

- Dept Code *
- Dept Code (Issuing) *
- Fiscal year *
- Treasury Account Number *

Navy/Marine LOA Template

- Dept Code *
- Dept Code (Issuing) *
- Fiscal year *
- Treasury Account Number *

- Subhead/Limit *
- Accounting Station Number *
- Fund Code *
- Program Year *
- Operating Agency Code *
- Operating Budget Accounting *
- Budget Program Activity Code *
- Material Program Code *
- EE/Investment Code *
- Program Element Code *
- CPN Recipient/Organization *
- Standard Document Number *

- Subhead/Limit *
- Object Class *
- Bureau Control *
- Sub Allotment *
- Accounting Station Number *
- Transaction Type *
- Property Accounting *
- Cost Code *
- Document Reference *
- FMS Country Code *

DLA/Other LOA Template

- Dept Code *
- Dept Code (Issuing) *
- Fiscal year *
- Treasury Account Number *
- Subhead/Limit *
- Accounting Station Number *
- Cost Code *
- Program Year *
- CPN Recipient/Organization *
- Allotment Serial Number *
- Other Class *
- Standard Document Number *

Field Calculations

USD Base Price

The USD Base Price field is calculated as $([\text{Order Quantity}] * [\text{Unit Price}]) + [\text{Performance Incentive}] + [\text{Delivery Incentive}] = [\text{Base Price}]$ when the selected Pricing Arrangement is **Fixed Price with Economic Price**.

The USD Base Price field is calculated as $([\text{Order Quantity}] * [\text{Unit Price}]) + [\text{Performance Incentive}] + [\text{Delivery Incentive}] = [\text{USD Base Price}]$ when the selected Pricing Arrangement is **Fixed Price with Economic Price Adjustment (Cost Indexes)**.

The USD Base Price field is calculated as $([\text{Order Quantity}] * [\text{Unit Price}]) + [\text{Performance Incentive}] + [\text{Delivery Incentive}] = [\text{USD Base Price}]$ when the selected Pricing Arrangement is **Fixed Price with Economic Price Adjustment – Established Prices**.

The USD Base Price field is calculated as $([\text{Order Quantity}] * [\text{Unit Price}] + [\text{Performance Incentive}] + [\text{Delivery Incentive}] = [\text{USD Base Price}]$ when the selected Pricing Arrangement is **Fixed Price with Economic Price Adjustment – Established Prices**.

The USD Base Price field is calculated as $([\text{Order Quantity}] * [\text{Unit Price}] + [\text{Performance Incentive}] + [\text{Delivery Incentive}] = [\text{USD Base Price}]$ when the selected Pricing Arrangement is **Fixed Price Re-determination Retrospective**.

The USD Base Price field is calculated as $([\text{Order Quantity}] * [\text{Unit Price}] + [\text{Performance Incentive}] + [\text{Delivery Incentive}] = [\text{USD Base Price}]$ when the selected Pricing Arrangement is **Fixed Price Re-determination**.

Total Line Item Amount

The Total Line Item Amount field is calculated as $([\text{Order Quantity}] * [\text{Unit Price}] + [\text{Performance Incentive}] + [\text{Delivery Incentive}] = [\text{Total Line Item Amount}]$ when the selected Pricing Arrangement is **Firm Fixed Price**.

The Total Line Item Amount field is calculated as $([\text{Order Quantity}] * [\text{Unit Price}] + [\text{Performance Incentive}] + [\text{Delivery Incentive}] = [\text{Total Line Item Amount}]$ when the selected Pricing Arrangement is **Fixed Price Level of Effort**.

Total Target Price

The Total Target Price Field is calculated as $([\text{Order Quantity}] * ([\text{Target Cost}] + [\text{Target Profit}])) + [\text{Performance Incentive}] + [\text{Delivery Incentive}] = [\text{Total Target Price}]$ when the selected Pricing Arrangement is **Fixed Price Incentive – Successive Target**.

Target Price

The Target Price Field is calculated as $([\text{Order Quantity}] * ([\text{Target Cost}] + [\text{Target Profit}])) + [\text{Performance Incentive}] + [\text{Delivery Incentive}] = [\text{Target Price}]$ when the selected Pricing Arrangement is **Fixed Price Incentive – Successive Target**.

Total Estimated Amount

The Total Estimated amount is calculated as $[\text{Target Cost}] + [\text{Target Fee}] + [\text{Performance Incentive}] + [\text{Delivery Incentive}] = [\text{Total Estimated Amount}]$ when the selected Pricing Arrangement is **Cost Plus - Incentive Fee**.

The Total Estimated Amount is calculated as [Estimated Cost] + [Fixed Fee] + [Performance Incentive] + [Delivery Incentive] = [Total Estimated Amount] when the selected Pricing Arrangement is **Cost Plus – Fixed Fee**.