MDO CS Create Order

Reference Guide

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Roles	The role(s) required to **Create** an Order document submitted for review by an **MDO – Contracting Officer** in the **Modifications and Delivery Orders (MDO)** application: • MDO - Contract Specialist
Creating an Order	This guide provides an overview of how an **MDO – Contract Specialist** user **Creates** an Order document in the **Modifications and Delivery Orders (MDO)** application for review by an assigned **MDO – Contracting Officer.** Log in to PIEE as an **MDO - Contract Specialist** and access the MDO module. In the MDO module go to **MDO > Create.**
Order Workflow Paths	There are two workflow paths for the MDO Order document: • Bilateral • Unilateral The workflow is chosen based on the field "**Kind of Order**" located **Order > Header Tab > Type of Mod/Contract > Kind of Order.** Modifications on the **Bilateral** workflow require the Contractor to sign the SF30 document. Modifications on the **Unilateral** workflow do not require a Contractor signature. For more workflow information, refer to the **Order Document Workflow Diagram** located **WBT > MDO > Getting Started in MDO > Workflow Diagrams**.
Create Order Search Criteria	Enter the Contract/Order Information for the Contract/Order being modified. ### Contract Information: • Contract Number (*Starts With / Equal to / Is Null / Not Null*) • Order Number (*Starts With / Equal to / Is Null / Not Null*) • Issue Office DoDAAC • Admin Office DoDAAC • Pay Office DoDAAC • Contractor CAGE Code • Awards Only *Buttons:* • Search • Import (*Import ARZ Templates*) *NOTE: At least one search criterion is required to perform a search.*

	NOTE: When the entered Payment Office DoDAAC is not assigned to the CAGE Code for the instrument, a soft warning displays. After entering search criteria click the **Search** button. The search results display on the same page.
Search Results	Search Results display below the Search Criteria and allow new searches without leaving the page. Users Can find the Contract(s)/Order(s) quickly and easily. **Search Results Columns:** • Checkbox • Contract Number • Order • Issue DoDAAC • Admin DoDAAC • Pay DoDAAC • CAGE *Buttons:* • Create – ARZ MOD/Modification • Create – Order • Cancel From the search results, check the checkbox for the Contract to create an Order document. Click the **Create – Order** button. Only one Contract may be selected for an Order document, and it cannot have an existing Order Number.
Header Tab	The **Order Creation** screen displays and information for the Order is entered on the tabs below. **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 creation screen and is visible on all tabs. **Order Document Information:** • Order Document

- Contract Number
- Order Number
- CAGE

Header Tab Information

Enter the Order information in the fields listed below in their respective sections.

Header General Fields

- Order Number *
- Facility Code
- Contract Effective Date (*Field is pre-populated*)
- 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.*)
- DPAS Priority
  - DO
    - Select Priority
  - DX
    - Select Priority
  - Unrated

*NOTE: Selecting **'Unrated'** from the first drop-down of DPAS Priority grays out and empties the second drop-down.*

Type of Mod/Contract

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

- Kind of Order
  - Bilateral
  - Unilateral
- Type of Contract *
- Kind of Contract

DoDAACs
- Issued By DoDAAC
- Admin By DoDAAC *
- Payment Office DoDAAC *
- Definitization Status *
  - Un-Definitized
  - Definitized
- Criticality Designator
  - A
  - B
  - C
- Inherently Governmental Functions * (*Field displays when a line item including a PSC starting with an alpha character is added to the order*)
  - Closely Associated Functions
  - Critical Functions
  - Other Functions
  - Combination of Closely Associated Functions and Critical Functions

NOTE: When an inactive or invalid DCMA DoDAAC is entered, a soft warning displays.

	NOTE: When the entered Payment Office DoDAAC is not assigned to the CAGE Code for the instrument, a soft warning displays.
	Contractor Information
	NOTE: An ARZ Modification is required to officially change the address of a contractor.
	- Contractor Name - Address Line 1 - Address Line 2 - Address Line 3 - City - State - Zip Code - Contractor First Name * (*Mandatory when the following is selected for Kind of Order: Bilateral*) - Contractor Last Name * (*Mandatory when the following is selected for Kind of Order: Bilateral*) - Contractor Email * (*Mandatory when the following is selected for Kind of Order: Bilateral*)
	Create Order Buttons:
	- Send to Contractor for Signature (*Displays when the following is selected for Kind of Order: Bilateral*) - Release Order (*Displays when the following is selected for Kind of Order: Unilateral*) - Save - Back - Cancel - Delete (*Displays after Creation or Save*) - View PDF - SF1449 - DD1150
Clause and Provisions Tab	*Buttons:* CLS – Clause Logic Service Must have an Active CLS – Procurement Analyst/Policy Analyst role to access CLS. Upload CLS XML Select **'Choose'** to select XML File and then Click 'Upload' to upload the file to the server. *Buttons:* - Choose - Upload - Cancel Clause and Provision information displays after a successful CLS XML file upload. **Clause and Provisions Results** - Clause/Provision - Regulation/Supplement (FAR or DFARS) - Number - Prescription Number - Alternate Number - Title - Effective Date - Clause Full Text

	Create Order Buttons:
	
	• Send to Contractor for Signature (*Displays when the following is selected for Kind of Order: Bilateral*)
	• Release Order (*Displays when the following is selected for Kind of Order: Unilateral*)
	• Save Document
	• Back
	• Delete (*Displays after Creation or Save*)
	• View PDF
	    ○ SF 1449
	    ○ DD 1155

Accounting **Tab**	**Accounting** • Currency Indicator • USD *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:* • Add ACRN • Download *Columns:* • Action ACRN ○ View (*NOTE: Changes made to ACRN may affect CLIN funding and ACRN ULO. Please verify adjustments prior to proceeding.*)

- - Delete
  - ACRN
  - Currency Code
  - USD Obligated Amount
  - USD ULO Amount
  - Foreign Obligated Amt
  - Foreign ULO Amt
  - Line of Accounting

Click the **Add ACRN** button to open the **ACRN** information screen.

Accounting – ACRN Add Screen

ACRN
- ACRN *
- Currency Code *

USD Amounts

(*Section displays when the following is selected for Currency Code: USD*)

- USD Obligated Amount *
- USD ULO Amount (*Field pre-populates based on the entered USD Obligated Amount*)

Foreign Amounts

(*Section displays when the following is selected for Currency Code: Any Foreign Code*)

- USD Obligated Amount to be Converted *
- Budgetary Exchange Rate *
- Foreign Obligated Amount (*Field pre-populates based on the amounts entered in the USD Obligated Amount to be Converted and Budgetary Exchange Rate fields*)

Buttons:
- Save ACRN
- Cancel

*Line of Accounting(LOA) **

Buttons:

- LOA Templates

Click the **LOA Templates** button to open the **Standard LOA Template** otherwise, choose one from the LOA Template drop-down.

LOA Template drop-down:

- Army LOA
- Air Force LOA
- Navy/Marine LOA
- DLA/Other LOA
- Standard LOA

For more information on the other LOA Templates, refer to the **All LOA Templates** section of this document.

LOA Template Modal (Pop-up)

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
Security Cooperation Case Line Item Identifier	Sub-Allocation	Agency Disbursing Identifier Code
Agency Accounting Identifier	Funding Center Identifier	Cost Center Identifier
Project Identifier	Activity Identifier	Cost Element Code
Work Order Number	Functional Area	

Buttons:

- Save
- Close

NOTE: LOA Data is needed when generating PDS XML.

Accounting Tab Buttons:

- Save ACRN
- Cancel

Create Order Buttons:

- Send to Contractor for Signature (*Displays when the following is selected for Kind of Order: Bilateral*)
- Release Order (*Displays when the following is selected for Kind of Order: Unilateral*)
- Save Document
- Back
- Delete (*Displays after Creation or Save*)
- View PDF
    - SF 1449
    - DD 1155

Line Item Tab	**Line Items** *Buttons:* • Add Line Item • Download *Columns:* • Action • Line Item Number • Noun • Order Quantity • Unit of Measure • USD Total Line Item Amount • USD 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 *NOTE: The '!' Symbol indicates situational entry, at least one is required* **Add Line Item Screen** *Line Item* • Line Item Number * • Line Item Type * • Product/Supply • Service • Parent CLIN • Product Service Code (Guide) • Pricing Arrangement * • ACRN(s) • Line Item Description • Unit of Measure * • Order Quantity * • Currency Code * • Foreign Unit Price * (*Displays when the following is selected for (Pricing Arrangement: 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) AND (Currency Code: NOT equal to USD)*) • Foreign Total Line Item Amount (*Field pre-populates based on the entered Foreign Unit Price and Order Quantity) (Displays when the following is selected for (Pricing Arrangement: 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) AND (Currency Code: NOT equal to USD)) (The field is marked as NTE (Not to exceed) when the following is chosen for Price Indicator: Undefinitized*)

- USD Unit Price (*Displays when the following is selected for (Pricing Arrangement: Firm Fixed Price / 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) AND (Currency Code: USD or foreign currency code)*)
- USD Total Line Item Amount (*Field pre-populates based on the entered USD Unit Price and Order Quantity) (Displays when the following is selected for (Pricing Arrangement: 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) AND (Currency Code: USD or foreign currency code)) (The field is marked as NTE (Not to exceed) when the following is chosen for Price Indicator: Undefinitized*)
- USD Base Price (*Field pre-populates based on the selected Pricing Arrangement) (Displays when the following is selected for Pricing Arrangement: Fixed Price Re-Determination Prospective, Fixed Price Re-Determination Retrospective, Fixed Price with Economic Price Adjustments - Actual Costs, Fixed Price with Economic Price Adjustments - Cost Indexes, Fixed Price with Economic Price Adjustments - Established Prices*)
- Estimated Cost * (*Displays when the following is selected for Pricing Arrangement: Cost No Fee Cost / Plus Award Fee / Cost Plus Fixed Fee / Cost Sharing) (The field is marked as NTE (Not to exceed) when the following is chosen for Price Indicator: Undefinitized*)
- Total Estimated Amount (*Displays when the following is selected for Pricing Arrangement: Cost Plus Award Fee / Cost Plus Fixed Fee / Cost Sharing) (The field is marked as NTE (Not to exceed) when the following is chosen for Price Indicator: Undefinitized*)
- Total Funds Allotted * (*Displays when the following is selected for Pricing Arrangement: Cost No Fee / Cost Plus Award Fee / Cost Plus Fixed Fee / Cost Plus Incentive Fee (Cost Based) / Cost Sharing / Labor Hour / Time and Materials*)
- Additional Incentives (*Field is a check box) (Displays when the following is selected for Pricing Arrangements: Cost Plus Fixed Fee / Cost Plus Incentive Fee (Cost Based) / 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 – Actual Prices*)
- Performance Incentive (*Displays when the Additional Incentives box is checked*)
- Delivery Incentive (*Displays when the Additional Incentives box is checked*)
- Foreign Performance Incentive (*Displays when the Additional Incentives box is checked and the Currency Code selected is: Foreign*)
- Foreign Delivery Incentive (*Displays when the Additional Incentives box is checked and the Currency Code selected is: Foreign*)
- USD Performance Incentive (*Displays when the Additional Incentives box is checked, the Currency Code selected is: Foreign, and the Pricing Arrangement selected is: Firm Fixed Price / Fixed Price Level of Effort / Fixed Price Re-determination Retrospective / Fixed Price Re-determination Prospective / Fixed Price with Economic Price Adjustments – Actual Costs / Fixed Price with Economic Price Adjustments – Cost Indexes / Fixed Price with Economic Price Adjustments – Established Prices*)
- USD Delivery Incentive (*Displays when the Additional Incentives box is checked, the Currency Code selected is: Foreign, and the Pricing Arrangement selected is: Firm Fixed Price / Fixed Price Level of Effort / Fixed Price Re-determination Retrospective / Fixed Price Re-determination Prospective / Fixed Price with Economic Price Adjustments – Actual Costs / Fixed Price with Economic Price Adjustments – Cost Indexes / Fixed Price with Economic Price Adjustments – Established Prices*)
- Award Fee * (*Displays when the following is selected for Pricing Arrangement: Cost Plus Award Fee*)
- Fixed Fee * (*Displays when the following is selected for Pricing Arrangement: Cost Plus Award Fee / Cost Plus Fixed Fee*)
- Minimum Fee * (*Displays when the following is selected for Pricing Arrangement: Cost Plus Incentive Fee (Cost Based)*)
- Maximum Fee * (*Displays when the following is selected for Pricing Arrangement: Cost Plus Incentive Fee (Cost Based)*)
- Target Cost * (*Displays when the following is selected for Pricing Arrangement: Cost Plus Incentive Fee (Cost Based) / Fixed Price Incentive (Cost Based) / Fixed Price Incentive (Successive Targets)*)
- *Target Profit * (Displays when the following is selected for Pricing Arrangement: Fixed Price Incentive (Cost Based) / Fixed Price Incentive (Successive Targets)*)
- Target Fee * (*Displays when the following is selected for Pricing Arrangement: Cost Plus Incentive Fee (Cost Based) / Fixed Price Incentive (Cost Based) / Fixed Price Incentive (Successive Targets)*)
- Target Price (*Displays when the following is selected for Pricing Arrangement: Fixed Price Incentive (Cost Based) / Fixed Price Incentive (Successive Targets)*)
- Share Ratio (Government) * (*Displays when the following is selected for Pricing Arrangement: Cost Plus Incentive Fee (Cost Based) / Cost Sharing / Fixed Price Incentive (Cost Based) / Fixed Price Incentive (Successive Targets)*)
- Share Ratio (Contractor) * (*Displays when the following is selected for Pricing Arrangement: Cost Plus Incentive Fee (Cost Based) / Cost Sharing / Fixed Price Incentive (Cost Based) / Fixed Price Incentive (Successive Targets)*)
- Ceiling Price * (*Displays when the following is selected for Pricing Arrangement: 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) (The field is marked as NTE (Not to exceed) when the following is chosen for Price Indicator: Undefinitized)

- Ceiling Amount * (*Displays when the following is selected for Pricing Arrangement: Time and Materials) (The field is marked as NTE (Not to exceed) when the following is chosen for Price Indicator: Undefinitized*)
- Profit Ceiling * (*Displays when the following is selected for Pricing Arrangement: Fixed Price - Incentive (Successive Targets)*)
- Profit Floor * (*Displays when the following is selected for Pricing Arrangement: Fixed Price - Incentive (Successive Targets)*)
- USD Labor Rate * (*Displays when the following is selected for Pricing Arrangement: Labor Hour*)
- *Noun (Supplies/Service)* *
- PQA/Inspection Site *
  - Source
  - Destination
  - Other
- Acceptance Site *
  - Source
  - Destination
  - Other
- [FOB Site](#)
- FOB Terminal * (*NOTE: Selecting Terminal in FOB Site drop-down; FOB Terminal textbox appears for 5-digit code.*)
- 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
- Price Indicator *
  - Actual
  - Estimated
  - No Cost
  - Not Separately Priced
  - Undefinitized
- Requisition Number
- Part Number
- Payment Instructions: PGI 204.7108
  - Yes
  - No
- Service Completion Date * (*Displays when 'Service' is selected for the Line Item Type*)
- Quantity Variance Over (*Displays when the following is selected for Pricing Arrangement: Null / 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*)
- Quantity Variance Under (*Displays when the following is selected for Pricing Arrangement: Null / 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*)
- Days For Acceptance

NOTE: **Payment Instructions: PGI 204.7108 - when 'Yes' is selected:** *Per PGI 204.7108(b)(1), "...When some, but not all, of the fixed price line items in a contract are subject to contract financing payments, the contracting officer shall clearly identify to which line items the payment clause(s) included in Section I apply.*

Buttons:

- Informational CLIN
- Save Line Item
- Cancel

Click the **Informational CLIN** button to display the modal popup.

Informational CLIN Modal (Pop-up)
- Informational CLIN
- ACRN
- Funding

Buttons:
- Cancel
- Save

Create Order Buttons:
- Send to Contractor for Signature (*Displays when the following is selected for Kind of Order: Bilateral*)
- Release Order (*Displays when the following is selected for Kind of Order: Unilateral*)
- Save Document
- Back
- Delete (*Displays after Creation or Save*)
- View PDF
    - SF 1449
    - DD 1155

Schedule Tab	**Schedule(s)**
	
	Users Must add a CLIN before adding a schedule. Go to the **Line Item** tab and add a line item**.**
	
	Buttons:
	Add Schedule
	Download
	
	Columns:
	• Action
	    ○ View (*NOTE: Changes may be made while viewing.*)
	    ○ Delete
	• CLIN
	• Delivery Date
	• Quantity Scheduled
	• Ship To
	• Mark For
	• MILSTRIP
	• FMS Case Number
	
	NOTE: The Order must have a CLIN to add a Schedule.
	
	Add Schedule Screen
	
	Schedule
	• CLIN *
	• Quantity Shipped

	- Quantity Purchased
	- Delivery Date *
	- Ship To * (*allows 'U' for undefined / CAGE Code / DoDAAC*)
	- Mark For
	- MILSTRIP
	- FMS Case Number
	- Quantity Scheduled *
	
	Buttons:
	
	Save Schedule
	Cancel
	
	NOTE: FMS Case Number is required when the Delivery Ship To or Mark For is represented by a MAPAC.
	
	Create Order Buttons:
	
	- Send to Contractor for Signature (*Displays when the following is selected for Kind of Order: Bilateral*)
	- Release Order (*Displays when the following is selected for Kind of Order: Unilateral*)
	- Save Document
	- Back
	- Delete (*Displays after Creation or Save*)
	- View PDF
	    ○ SF 1449
	    ○ DD 1155

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 - Special Payment Instructions - 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

Create Order Buttons:

- Send to Contractor for Signature (*Displays when the following is selected for Kind of Order: Bilateral*)
- Release Order (*Displays when the following is selected for Kind of Order: Unilateral*)
- Save Document
- Back
- Delete (*Displays after Creation or Save*)
- View PDF
    - SF 1449
    - DD 1155

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 *Create Order Buttons:* • Send to Contractor for Signature (*Displays when the following is selected for Kind of Order: Bilateral*)

	- Release Order (*Displays when the following is selected for Kind of Order: Unilateral*)
	- Save Document
	- Back
	- Delete (*Displays after Creation or Save*)
	- View PDF
	    ○ SF 1449
	    ○ DD 1155

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
	
	Create Order Buttons:
	- Send to Contractor for Signature (*Displays when the following is selected for Kind of Order: Bilateral*)
	- Release Order (*Displays when the following is selected for Kind of Order: Unilateral*)
	- Save Document
	- Back
	- Delete (*Displays after Creation or Save*)
	- View PDF
	    ○ SF 1449
	    ○ DD 1155

GEX Pre-Validations	GEX Pre-Validations is an optional step, but it is recommended and is ran when submitting a document in MDO. The feature is available on the Submit Document pop-up after clicking the appropriate Submit button before fully submitting the document. MDO Validations will also run and indicate their own success or errors. If there are no MDO validation errors, the pop-up will display with the MDO Validation success message. The GEX Pre-Validations are run from here separately. **Pop-up Name: Submit Document** It is recommended you select the 'Perform GEX Pre-Validation' option prior to submission. This will inform you of any errors returned from the external GEX document validations. Click the **Perform GEX Pre-Validation** button.

	If there are GEX Pre-Validation errors, a message is displayed, "GEX Pre-Validation returned errors. You may select 'GEX Pre-Validation Results' to view the errors, or continue submitting the document."
	Otherwise, a success message displays "GEX Pre-Validation was successful."
	After running the validation, a new button is available, **View GEX Pre-Validation Results**.
	Click the View GEX Pre-Validation Results button.
	## Pop-up Name: GEX Response
	Columns: • Error Type • Error Category • Error Message • Section
	Buttons: • Download • Close
	The **Download** button downloads the table as a CSV file.
	Click the **Close** button to continue.
	The document may be submitted with errors if the user chooses to do so. The **View GEX Pre-Validation Results** button will now be available as an additional button on the document. After making updates, the GEX Pre-Validation check may be rerun to ensure all errors are resolved.
Send to Contracting Officer for Signature	After the information is input, the document is ready for submission. Click the **Send to Contracting Officer for Signature** button to continue 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 along with a Contracting Officer drop-down menu. Users with multiple DoDAACs may select a different DoDAAC to submit the Order.
	The Contracting Officer drop-down populates with all active Contracting Officers available for the chosen User's DoDAAC. Select a Contracting Officer from the drop-down to review the Order.
	Click the **Send to Contracting Officer for Signature** button to continue.

Submit Success	Successfully **Submitting** an Order directs the user to a Success screen with the information for the document. The document is in the **'Pending Contracting Officer Review'** status and assigned to the selected **MDO – Contacting Officer**. An email is sent to the users associated with the document, informing them the document has been **submitted** by an **MDO – Contract Specialist**. The Success Message Contains the **MOD Number**, e.g., The ORDER document was submitted successfully with **MOD Number ARZ999**. ## Information provided on the Success screen: - Document ID - Document Type - Status - Action Taken - Action Date - Submitted By *Buttons:* - Home
Additional Support Information	

Drop-down Fields/Lists	**Header Tab**
	
	Header General Fields
	
	DPAS Priority
	    o DPAS Priority First Field
	        ▪ DO
	        ▪ DX
	        ▪ Unrated
	    o 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 OOPERATING 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
- o Bilateral
- o Unilateral

Type of Contract *
- o Cost No Fee
- o Cost Plus Award Fee
- o Cost Plus Fixed Fee
- o Cost Plus Incentive Fee (Cost Based)
- o Cost Sharing
- o Firm Fixed Price
- o Fixed Award Fee
- o Fixed Price Incentive (Cost Based)
- o Fixed Price Incentive (Successive Targets)
- o Fixed Price Level of Effort
- o Fixed Price Re-determination Prospective
- o Fixed Price Re-determination Retrospective
- o Fixed Price with Economic Price Adjustment - Actual Costs
- o Fixed Price with Economic Price Adjustment - Cost Indexes
- o Fixed Price with Economic Price Adjustment - Established Prices
- o Labor Hour
- o Time and Materials

Kind of Contract (Pre-populate from EDA/SDW)
- o Supply Contract and Priced Order
- o Research and Development Contract
- o System Acquisition Contract
- o Maintenance Contracts
- o Service Contract
- o Facility Contract
- o Undefinitized Letter Contract
- o Unpriced Order against BOA
- o Other

DoDAACs

Definitization Status *
- o Un-Definitized
- o Definitized

Criticality Designator
- o A
- o B
- o C

Line Item Tab

Add Line Item Screen

Line Item

Line Item Type *
- o Product/Supply
- o Service

Price Indicator *
- o Actual
- o Estimated
- o No Cost
- o Not Separately Priced
- o Undefinitized

Price Arrangement
- o Cost No Fee
- o Cost Plus Award Fee
- o Cost Plus Fixed Fee
- o Cost Plus Incentive Fee (Cost Based)
- o Cost Sharing
- o Firm Fixed Price
- o Fixed Price Incentive (Cost Based)
- o Fixed Price Incentive (Successive Targets)
- o Fixed Price Level of Effort
- o Fixed Price Re-determination Prospective
- o Fixed Price Re-determination Retrospective
- o Fixed Price with Economic Price Adjustment - Actual Costs
- o Fixed Price with Economic Price Adjustment - Cost Indexes
- o Fixed Price with Economic Price Adjustment - Established Prices
- o Labor Hour
- o Time and Materials

PQA/Inspection Site *
- o Source
- o Destination
- o Other

Acceptance Site *

- o Source
- o Destination
- o Other
- FOB Site
  - o Destination
  - o FoB Point
  - o Government Furnished Property (GFP)
  - o Intermediate FoB Point
  - o Origin (Shipping Point)
  - o Origin (after Loading)
  - o Other
  - o Port of Embarkment
  - o Port of Loading
  - o Terminal
  - o Worldwide Geographic Location
- Transportation Priority (*Displays when 'Product/Supply' is selected for the Line Item Type*)
  - o TP 1 - IPD 01-03
  - o TP 2 - IPD 04-08
  - o 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**	Army LOA Template
	Sub Class *	Dept Code *
	Department Transfer Code *	Dept Code (Issuing) *
	Department Regular Code *	Fiscal year *

Beginning Period of Availability Fiscal Year Date *	Treasury Account Number *
Ending Period of Availability Fiscal Year Date *	Subhead/Limit *
Availability Type *	Accounting Station Number *
Main Account *	Program Year *
Sub Account *	Operating Agency Code *
Business Event Type Code *	CPN Recipient/Organization *
Object Class *	Allotment Serial Number *
Reimbursable Flag *	Project Account *
Budget Line Item *	Element Of Resource *
Security Cooperation *	Standard Document Number *
Security Cooperation Implementing *	Account Processing Code *
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 *	

Air Force LOA Template

Navy/Marine LOA Template

Air Force LOA Template	Navy/Marine LOA Template
• Dept Code *	• Dept Code *
• Dept Code (Issuing) *	• Dept Code (Issuing) *
• Fiscal year *	• 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 *

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

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Field Calculations	**USD Base Price** The USD Base Price field is calculated as ([Order Quantity] * [Unit Price]) + [Performance Incentive] + [Delivery Incentive] = [Base Price] when the selected Pricing Arrangement is **Fixed Price with Economic Price**. The USD Base Price field is calculated as ([Order Quantity] * [Unit Price]) + [Performance Incentive] + [Delivery Incentive] = [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 ([Order Quantity] * [Unit Price]) + [Performance Incentive] + [Delivery Incentive] = [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 ([Order Quantity] * [Unit Price]) + [Performance Incentive] + [Delivery Incentive] = [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 ([Order Quantity] * [Unit Price]) + [Performance Incentive] + [Delivery Incentive] = [USD Base Price] when the selected Pricing Arrangement is **Fixed Price Re-determination Retrospective.** The USD Base Price field is calculated as ([Order Quantity] * [Unit Price]) + [Performance Incentive] + [Delivery Incentive] = [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 ([Order Quantity] * [Unit Price])+ [Performance Incentive]+ [Delivery Incentive] = [Total Line Item Amount] when the selected Pricing Arrangement is **Firm Fixed Price**. The Total Line Item Amount field is calculated as ([Order Quantity] * [Unit Price])+ [Performance Incentive]+ [Delivery Incentive] = [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 ([Order Quantity] * ([Target Cost] + [Target Profit])) + [Performance Incentive] + [Delivery Incentive] = [Total Target Price] when the selected Pricing Arrangement is **Fixed Price Incentive – Successive Target**.

Target Price

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

Total Estimated Amount

The Total Estimated amount is calculated as [Target Cost] + [Target Fee] + [Performance Incentive] + [Delivery Incentive] = [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**.