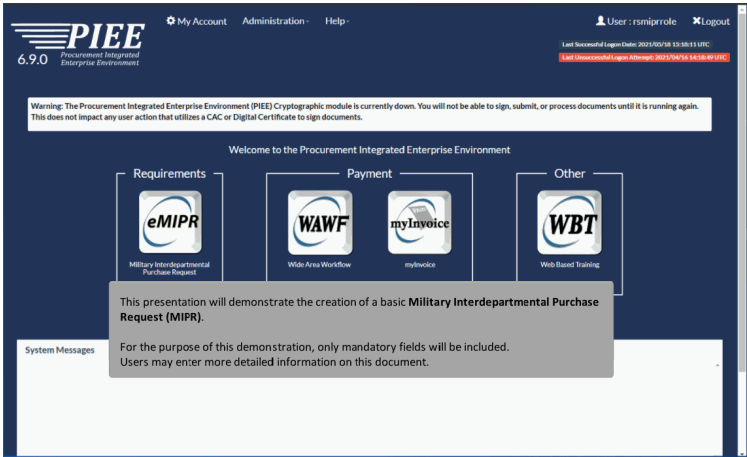


Intro



Welcome to Wide Area Workflow e-Business Suite. This demonstration contains audio narrative. Please adjust your volume accordingly.

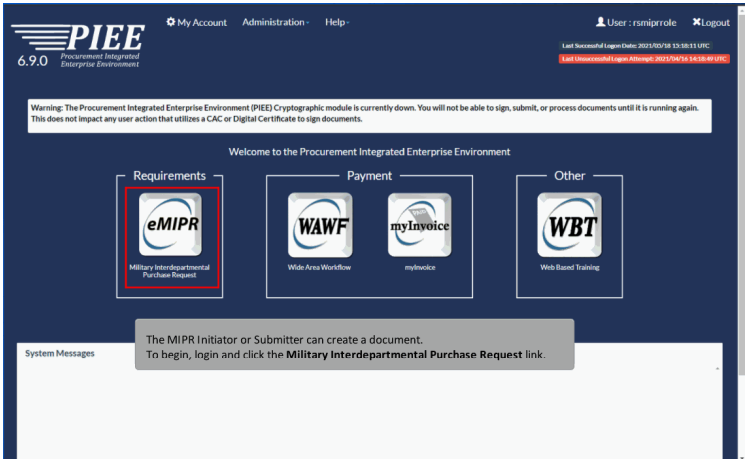
Step 1



This presentation will demonstrate the creation of a basic Military Interdepartmental Purchase Request (MIPR).

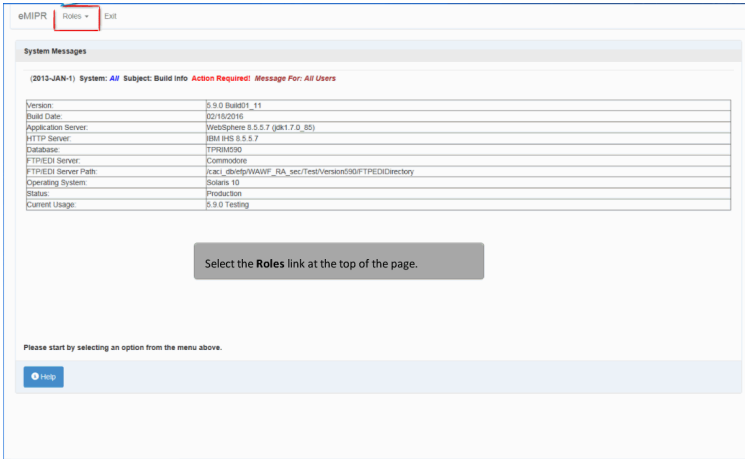
For the purpose of this demonstration, only mandatory fields will be included. Users may enter more detailed information on this document.

Step 2



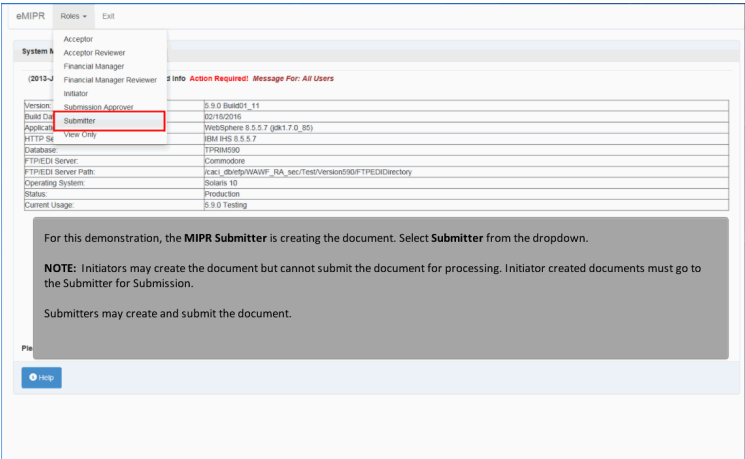
The MIPR Initiator or Submitter can create a document.  
To begin, login and click the Military Interdepartmental Purchase Request link.

Step 3



Select the Roles link at the top of the page.

Step 4

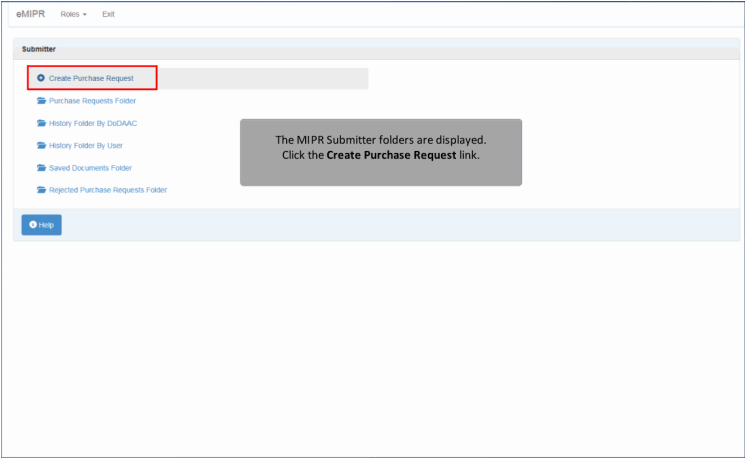


For this demonstration, the MIPR Submitter is creating the document. Select Submitter from the dropdown.

NOTE: Initiators may create the document but cannot submit the document for processing. Initiator created documents must go to the Submitter for Submission.

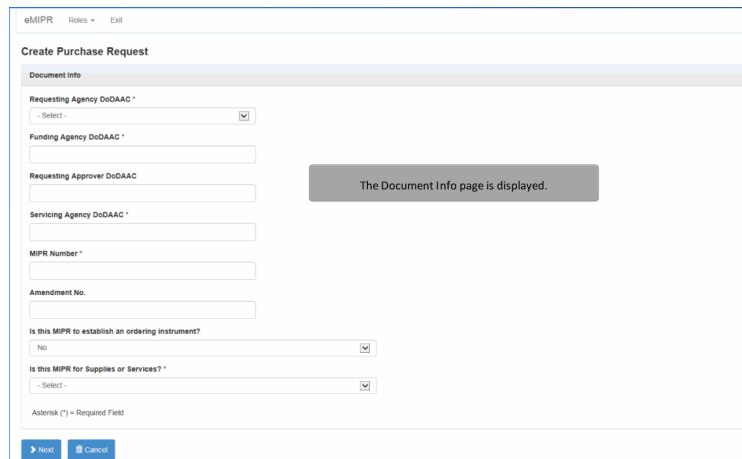
Submitters may create and submit the document.

Step 5



The MIPR Submitter folders are displayed. Click the Create Purchase Request link.

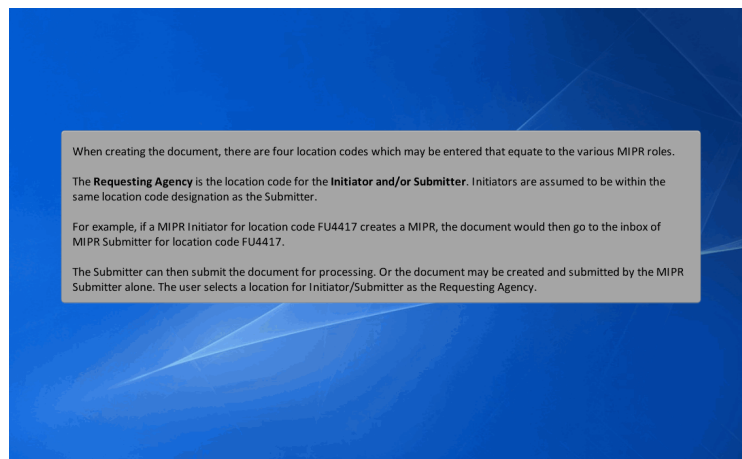
## Step 6



The screenshot shows the 'Create Purchase Request' form in the eMIPR system. The 'Document Info' section is active, displaying various input fields and checkboxes. A grey message box in the center states 'The Document Info page is displayed.' The form includes fields for 'Requesting Agency DoDAAC', 'Funding Agency DoDAAC', 'Requesting Approver DoDAAC', 'Servicing Agency DoDAAC', 'MIPR Number', and 'Amendment No.'. There are also checkboxes for 'Is this MIPR to establish an ordering instrument?' and 'Is this MIPR for Supplies or Services?'. A legend at the bottom indicates that an asterisk (\*) denotes a required field. Navigation buttons for 'Next' and 'Cancel' are located at the bottom left.

The Document Info page is displayed.

## Step 7



When creating the document, there are four location codes which may be entered that equate to the various MIPR roles.

The Requesting Agency is the location code for the Initiator and/or Submitter. Initiators are assumed to be within the same location code designation as the Submitter.

For example, if a MIPR Initiator for location code FU4417 creates a MIPR, the document would then go to the inbox of MIPR Submitter for location code FU4417.

The Submitter can then submit the document for processing. Or the document may be created and submitted by the MIPR Submitter alone. The user selects a location for Initiator/Submitter as the Requesting Agency.

Step 8

eMIPR   Roles   Exit

Create Purchase Request

Document Info

Requesting Agency DoDAAC \*

SLK12A

Funding Agency DoDAAC \*

Requesting Approver DoDAAC

Servicing Agency DoDAAC \*

MIPR Number \*

Amendment No.

Is this MIPR to establish an ordering instrument?

No

Is this MIPR for Supplies or Services? \*

- Select -

Asterisk (\*) = Required Field

Next

Cancel

Select a Requesting Agency DoDAAC from the dropdown.

Select a Requesting Agency DoDAAC from the dropdown.

Step 9

eMIPR   Roles   Exit

Create Purchase Request

Document Info

Requesting Agency DoDAAC \*

SLK12A

Funding Agency DoDAAC \*

FJ4417

Requesting Approver DoDAAC

Servicing Agency DoDAAC \*

MIPR Number \*

Amendment No.

Is this MIPR to establish an ordering instrument?

No

Is this MIPR for Supplies or Services? \*

- Select -

Asterisk (\*) = Required Field

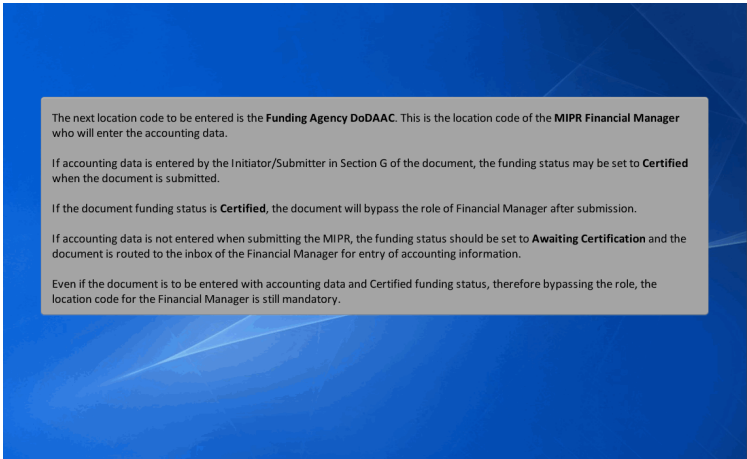
Next

Cancel

Enter the Funding Agency DoDAAC.

Enter the Funding Agency DoDAAC.

Step 10



The next location code to be entered is the Funding Agency DoDAAC. This is the location code of the MIPR Financial Manager who will enter the accounting data.

If accounting data is entered by the Initiator/Submitter in Section G of the document, the funding status may be set to Certified when the document is submitted.

If the document funding status is Certified, the document will bypass the role of Financial Manager after submission.

If accounting data is not entered when submitting the MIPR, the funding status should be set to Awaiting Certification and the document is routed to the inbox of the Financial Manager for entry of accounting information.

Even if the document is to be entered with accounting data and Certified funding status, therefore bypassing the role, the

Step 11

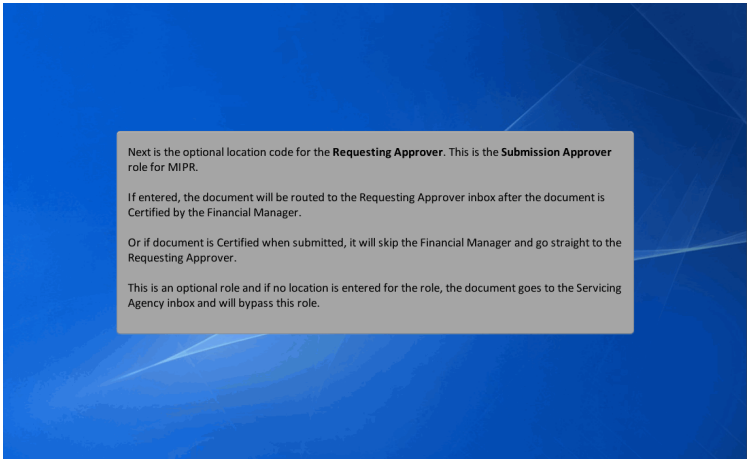
The screenshot shows the 'Create Purchase Request' form in the eMIPR system. The form includes the following fields and options:

- Document Info** section:
- Requesting Agency DoDAAC \***: A dropdown menu with 'SUJ12A' selected.
- Funding Agency DoDAAC \***: A text input field with 'FU4417' entered.
- Requesting Approver DoDAAC**: A text input field.
- Servicing Agency DoDAAC \***: A text input field.
- MIPR Number \***: A text input field.
- Amendment No.**: A text input field.
- Is this MIPR to establish an ordering instrument?**: A checkbox with 'No' selected.
- Is this MIPR for Supplies or Services? \***: A dropdown menu with '- Select -' selected.
- Asterisk (\*) = Required Field**: A note at the bottom of the form.
- Buttons**: 'Next' and 'Cancel' buttons at the bottom.

A grey tooltip box is visible over the 'Requesting Approver DoDAAC' field, stating: 'The Requesting Approver DoDAAC is optional.'

The Requesting Approver DoDAAC is optional.

Step 12



Next is the optional location code for the Requesting Approver. This is the Submission Approver role for MIPR.

If entered, the document will be routed to the Requesting Approver inbox after the document is Certified by the Financial Manager.

Or if document is Certified when submitted, it will skip the Financial Manager and go straight to the Requesting Approver.

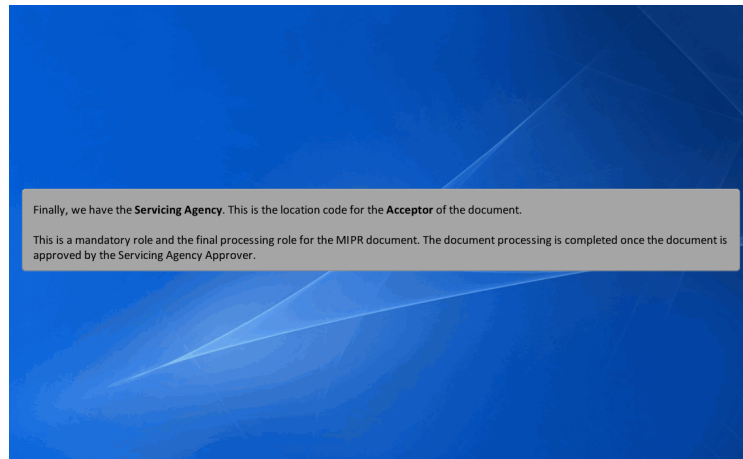
This is an optional role and if no location is entered for the role, the document goes to the Servicing Agency inbox and will bypass this role.

Step 13

A screenshot of the 'Create Purchase Request' form. The form has a title bar with 'eMIPR', 'Rules', and 'Exit'. Below the title bar is a section titled 'Create Purchase Request' with a sub-section 'Document Info'. The form contains several fields: 'Requesting Agency DoDAAC' (dropdown menu with 'SUK12A' selected), 'Funding Agency DoDAAC' (text field with 'FU4417'), 'Requesting Approver DoDAAC' (text field), 'Servicing Agency DoDAAC' (text field with 'SUK12A' and a tooltip that says 'Enter the Servicing Agency DoDAAC.'), 'MIPR Number' (text field), 'Amendment No.' (text field), 'Is this MIPR to establish an ordering instrument?' (checkbox with 'No' selected), and 'Is this MIPR for Supplies or Services?' (checkbox with 'Select' selected). At the bottom, there is a legend 'Asterisk (\*) = Required Field' and two buttons: 'Next' and 'Cancel'.

Enter the Servicing Agency DoDAAC.

## Step 14



Finally, we have the Servicing Agency. This is the location code for the Acceptor of the document.

This is a mandatory role and the final processing role for the MIPR document. The document processing is completed once the document is approved by the Servicing Agency Approver.

Step 15

oMIPR

Roles

Exit

## Create Purchase Request

Document Info

Requesting Agency DoDAAC \*

SUK12A

Funding Agency DoDAAC \*

FU4417

Requesting Approver DoDAAC

Servicing Agency DoDAAC \*

SUK12A

MIPR Number \*

SUK12A00000000WB7

Amendment No.

Is this MIPR to establish an ordering instrument?

No

Is this MIPR for Supplies or Services? \*

- Select -

Asterisk (\*) = Required Field

Enter the MIPR Number. The first six characters of the MIPR Number must be the Requesting Agency DoDAAC.

Next

Cancel

Enter the MIPR Number. The first six characters of the MIPR Number must be the Requesting Agency DoDAAC.



Step 16

eMIPR

Roles

Exit

Create Purchase Request

Document Info

Requesting Agency DoDAAC \*

SUK12A

Funding Agency DoDAAC \*

FU4417

Requesting Approver DoDAAC

Servicing Agency DoDAAC \*

SUK12A

MIPR Number \*

SUK12A00000000WBT

Amendment No.

Is this MIPR to establish an ordering instrument?

Yes

Is this MIPR for Supplies or Services? \*

Select

Asterisk (\*) = Required Field

Next

Cancel

The MIPR Submitter will designate if the MIPR is an **Ordering Instrument** by using the dropdown.

The MIPR Submitter will designate if the MIPR is an Ordering Instrument by using the dropdown.

Step 17

eMIPR

Roles

Exit

Create Purchase Request

Document Info

Requesting Agency DoDAAC \*

SUK12A

Funding Agency DoDAAC \*

FU4417

Requesting Approver DoDAAC

Servicing Agency DoDAAC \*

SUK12A

MIPR Number \*

SUK12A00000000WBT

Amendment No.

Is this MIPR to establish an ordering instrument?

Yes

Is this MIPR for Supplies or Services? \*

Select

Supplies

Services

Asterisk (\*) = Required Field

Next

Cancel

Last, the MIPR will be designated as **Services or Supplies**.

Last, the MIPR will be designated as Services or Supplies.

Step 18

eMIPR   Rules   Exit

Create Purchase Request

Document Info

Requesting Agency DoDAAC \*

SUK12A

Funding Agency DoDAAC \*

FU4417

Requesting Approver DoDAAC

Servicing Agency DoDAAC \*

SUK12A

MIPR Number \*

SUK12A00000000WBT

Amendment No.

Is this MIPR to establish an ordering instrument?

Click the Next button to continue.

Supplies

Asterisk (\*) = Required Field

Next

Cancel

Click the Next button to continue.

Step 19

eMIPR   Rules   Exit

Create Purchase Request

Document Info

MIPR Number	Amendment No.	Requesting Agency	Servicing Agency	Funding Agency	Ordering Instrument	Supplies / Services
SUK12A00000000WBT	0	SUK12A	SUK12A	FU4417	Yes	Supplies

Manage History

Manage Misc. Text

Section A - Solicitation / Contract Form

Manage Section A

Section B - Supplies or Services and Prices / Costs \*

Manage Section B

Section C - Description / Specifications / Statement of Work

Manage Section C

Section D - Packaging and Marking

Manage Section D

From this page, the Submitter can manage various sections of the document.

To continue entering mandatory information, the Submitter will click the **Manage Section A** link.

From this page, the Submitter can manage various sections of the document.

To continue entering mandatory information, the Submitter will click the Manage Section A link.

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[www.demo-builder.com](http://www.demo-builder.com)

Step 20

The screenshot shows the 'Section A - Edit Header Information' form in the eMIPR application. The 'Contingency Contract?' dropdown menu is highlighted with a red rectangle and currently shows 'N'. A grey tooltip box is overlaid on the form, stating: 'In Section A - users may edit Header Information. The Submitter will enter if the MIPR is a Contingency Contract by selecting "Y" or "N" from the dropdown.' Other visible fields include 'Purchase Request Name', 'Purchase Request Description', 'Security Level' (set to 'Unclassified'), 'Category' (set to '- Select -'), 'Mission Impact' (set to '- Select -'), 'Not Full Open Competition' (set to '- Select -'), 'Performance Based Acquisition' (checkbox), 'Security Indicator' (checkbox), 'Subject to Funds Availability' (checkbox), 'Procurement Instrument Identifier (Optional)' with an 'Add Procurement Identifier' button, and 'MIPR Information' section with 'Statutory Authority' (set to '- Select -'), 'Other Statutory Authority', 'Statutory Authority Statement', and 'Funding Method' (set to 'Direct Cost').

In Section A - users may edit Header Information. The Submitter will enter if the MIPR is a Contingency Contract by selecting "Y" or "N".

Step 21

The screenshot shows the same 'Section A - Edit Header Information' form, but now the 'Contingency Contract?' dropdown is set to 'Y'. This has triggered the appearance of two new fields: 'Contingency Operation Phase' (a dropdown menu) and 'Contingency Campaign Plan' (a text input field). These two fields are highlighted with a red rectangle. A grey tooltip box is overlaid, stating: 'If the user selects "Y" for YES then a dropdown for Contingency Operation Phase and a field for Contingency Campaign Plan will be displayed.' The rest of the form fields remain the same as in Step 20.

If the user selects "Y" for YES then a dropdown for Contingency Operation Phase and a field for Contingency Campaign Plan will be displayed.

Step 22

eMIPR

Roles

Exit

Section A - Edit Header Information

Purchase Request Name

Purchase Request Description

Contingency Contract? \*

Y

Contingency Operation Phase

On-Going Operations

Contingency Campaign Plan

Mission Impact

Security Level

Unclassified

Not Full Open Competition

- Select -

Check the box if applicable.

Performance Based Acquisition

Security Indicator

Subject to Funds Availability

Procurement Instrument Identifier (Optional)

Add Procurement Identifier

MIPR Information

Statutory Authority \*

Other Statutory Authority

Statutory Authority Statement \*

Funding Method

Direct Code

Step 23

Procurement Instrument Identifier (Optional)

Add Procurement Identifier

MIPR Information

Statutory Authority \*

Other Statutory Authority

Statutory Authority Statement \*

Funding Method

Direct Code

Interservice Screening Accomplished \*

Interservice Supply Support \*

Agreement Number

Procurement Instrument Periods (Optional)

Add Procurement Period

The Submitter scrolls down and enters data in required fields marked with an \* found in the MIPR Information section.

Recommended Pricing Arrangement

Pricing Arrangement Base \*

Award Fee

Performance Incentive

Amounts (Required)

The Submitter scrolls down and enters data in required fields marked with an \* found in the MIPR Information section.

Step 24

Procurement Instrument Identifier (Optional)

+

Add Procurement Identifier

MIPR Information

Statutory Authority \*

Export Code

Non-Economy Act

Project Order

Title 31 USC 5535 (Economy Act)

Section 113 of the Dept of Interior Approps. Act, 1997 (PL 104-208, Division A, title I, Section 101(d))

Title 40 USC 521

Title 40 USC 561

Title 40 USC 11101(s)

Title 40 USC 11314

Title 40 USC 11303(g)

Other Statutory Authority

Funding Method

Direct Cite

Agreement Number

Procurement Instrument Periods (Optional)

+

Add Procurement Period

Recommended Pricing Arrangement

Pricing Arrangement Base \*

- Select -

Award Fee

Performance Incentive

Amounts (Required)

Step 25

Procurement Instrument Identifier (Optional)

+

Add Procurement Identifier

MIPR Information

Statutory Authority \*

Export Code

Statutory Authority Statement \*

Interservice Screening Accomplished \*

- Select -

Interservice Supply Support \*

- Select -

Other Statutory Authority

Funding Method

Direct Cite

Agreement Number

Procurement Instrument Periods (Optional)

+

Add Procurement Period

Recommended Pricing Arrangement

Pricing Arrangement Base \*

- Select -

Award Fee

Performance Incentive

Amounts (Required)

Step 26

Procurement Instrument Identifier (Optional)

+

Add Procurement Identifier

MIPR Information

Statutory Authority \*

Project Order

▼

Statutory Authority Statement \*

Interservice Screening Accomplished \*

Select -

N

Y

Interservice Supply Support \*

Select -

Other Statutory Authority

Funding Method

Direct Cite

▼

Agreement Number

Procurement Instrument Periods (Optional)

+

Add Procurement Period

Recommended Pricing Arrangement

Pricing Arrangement Base \*

Select -

Award Fee

☐

Performance Incentive

☐

Amounts (Required)

Step 27

Procurement Instrument Identifier (Optional)

+

Add Procurement Identifier

MIPR Information

Statutory Authority \*

Project Order

▼

Statutory Authority Statement \*

Interservice Screening Accomplished \*

Y

▼

Interservice Supply Support \*

Y

▼

Other Statutory Authority

Funding Method

Direct Cite

▼

Agreement Number

Procurement Instrument Periods (Optional)

+

Add Procurement Period

Recommended Pricing Arrangement

Pricing Arrangement Base \*

Select -

Award Fee

☐

Performance Incentive

☐

Amounts (Required)

Step 28

Procurement Instrument Identifier (Optional)

+ Add Procurement Identifier

MIPR Information

Statutory Authority \*

Project Order

Other Statutory Authority

Statutory Authority Statement \*

WBT

Funding Method

Direct Cite

Interservice Screening Accomplished \*

Y

Interservice Supply Support \*

Y

Agreement Number

Procurement Instrument Periods (Optional)

+ Add Procurement Period

Recommended Pricing Arrangement

Pricing Arrangement Base \*

- Select -

Award Fee

Performance Incentive

Amounts (Required)

Step 29

+ Add Procurement Period

Recommended Pricing Arrangement

Pricing Arrangement Base \*

- Select -

Award Fee

Performance Incentive

Amounts (Required)

+ Add Amount

The user then clicks the Add Amount button under the Amounts section.

Ordering Information (Optional)

Response Days To Reject Order

Estimated Quantity

Quantity Value

Unit of Measure

Lookup

Ordering Capability

United States Government

- Select -

DoD Agency Wide

- Select -

Specific Entities

- Select -

DoD Multi Agency

Air Force

Army

Defense Agencies

The user then clicks the Add Amount button under the Amounts section.

Step 30

eMIPR   Roles   Exit

Section A - Add Amount

Description \*

Ceiling Price

Amount \*

\$ 2000

Save

Cancel

The Add Amount page is displayed, and a Description is selected from the dropdown and an Amount entered. Click the Save button when finished.

The Add Amount page is displayed, and a Description is selected from the dropdown and an Amount entered. Click the Save button when finished.

Step 31

Statutory Authority Statement \*

WBT

Funding Method

Direct Cost

Interservice Screening Accomplished \*

Y

Interservice Supply Support \*

Y

Agreement Number

Procurement Instrument Periods (Optional)

+ Add Procurement Period

Select a Pricing Arrangement Base from the dropdown under the Recommended Pricing Arrangement section.

Recommended Pricing Arrangement

Pricing Arrangement Base \*

- Select -

Award Fee

☐

Performance Incentive

☐

Amounts (Required)

Description	Amount	Action
Ceiling Price	\$2000.00	<a href="#">Edit</a> <a href="#">Delete</a>

+ Add Amount

Ordering Information (Optional)

Response Days To Reject Order

Select a Pricing Arrangement Base from the dropdown under the Recommended Pricing Arrangement section.



Step 32

Statutory Authority Statement \*

WBT

Funding Method

Direct Cost

Interservice Screening Accomplished \*

Y

Interservice Supply Support \*

Y

Agreement Number

Procurement Instrument Periods (Optional)

+ Add Procurement Period

Recommended Pricing Arrangement

Pricing Arrangement Base \*

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 (Successive Targets)

Fixed Price Incentive (Cost Based)

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

Award Fee

Performance Incentive

Action

Edit

Delete

+ Add Amount

Ordering Information (Optional)

Response Days To Reject Order

Step 33

Statutory Authority Statement \*

WBT

Funding Method

Direct Cost

Interservice Screening Accomplished \*

Y

Interservice Supply Support \*

Y

Agreement Number

Procurement Instrument Periods (Optional)

+ Add Procurement Period

Recommended Pricing Arrangement

Pricing Arrangement Base \*

Firm Fixed Price

Award Fee

Performance Incentive

Amounts (Required)

Description	Amount	Action
Ceiling Price	\$2000.00	<div>EditDelete</div>

+ Add Amount

Ordering Information (Optional)

Response Days To Reject Order

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## Step 34

Order Variation

Variation Type:

Quantity:

Quantity Under:  Quantity Over:  Unit of Measure:

Addresses

Address Description	Location Code	Action
Requiring Activity	SUK12A	<a href="#">Edit</a>
Servicing Agency	SUK12A	<a href="#">Edit</a>
Resource Management Office	FU4417	<a href="#">Edit</a>

Under the Addresses section, click the Edit link for Requiring Activity.

Under the Addresses section, click the Edit link for Requiring Activity.

## Step 35

Address Information

FOUO - Privacy Sensitive

Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

Address Description \*

Requiring Activity:

Organization ID

Agency Code:  CAGE (Prepop Address):  DuDAAC (Prepop Address):  MAPAC:

DUNS:  Austin Tetra No.:

SSN:  SSN Confirmation:  EIN:  EIN Confirmation:

Organization Unique ID:  Zone:  Agency Code:  No.:

Contact Info

Name:  Title or Function:  Grade:  Office Code:

Telephone:  D/SN Number:  Email:  Fax:

An Agency Code must be entered under the Organization ID section.

An Agency Code must be entered under the Organization ID section.

Step 36

SSN

SSN Confirmation

EIN

EIN Confirmation

Organization Unique ID

Zone

Business Partner Network No.

Contact Info

Name

Title or Function

Grade

Office Code

Telephone

DSN Number

Email

Fax

Organization Address

Organization Name

DCMA NORTHERN EUROPE UNITED KINGDOM

Address Type

Free Form

Address Line 1

BUILDING 664, BAZELGETT PAVILION

Address Line 2

ROYAL AIR FORCE WYTON

Address Line 3

Address Line 4

HUNTINGDON CAMBRIDGE

Save

Cancel

Click the Save button when finished.

Click the Save button when finished.

Step 37

ARMY

Defense Agencies

Navy

Order Variation

Variation Type

Quantity

Quantity Under

Quantity Over

Unit of Measure

Lookup

Add Link

Addresses

Address Description	Location Code	Action
Requiring Activity	SUK12A	Edit
Servicing Agency	SUK12A	Edit
Resource Management Office	FU4417	Edit

Add Address

Save

Cancel

Select the Save button to continue.

Select the Save button to continue.

Step 38

eMIPR    Roles    Exit

Create Purchase Request

Document Info

MIPR Number	Amendment No.	Requesting Agency	Servicing Agency	Funding Agency	Ordering Instrument	Supplies / Services
SUK12A000000WB	0	SUK12A	SUK12A	FU4417	Yes	Supplies

Manage References

Manage Misc. Text

Section A - Solicitation / Contract Form

Manage Section A

Section B - Supplies or Services and Prices / Costs \*

Manage Section B

Section C - Description / Specifications / Statement of Work

Manage Section C

Section D - Packaging and Marking

Manage Section D

The Create Purchase Request page is displayed again.  
The Submitter may click the **Section A - Solicitation / Contract Form** link to display data entered in this section.

The Create Purchase Request page is displayed again.  
The Submitter may click the Section A - Solicitation / Contract Form link to display data entered in this section.

Step 39

eMIPR    Roles    Exit

Create Purchase Request

Document Info

MIPR Number	Amendment No.	Requesting Agency	Servicing Agency	Funding Agency	Ordering Instrument	Supplies / Services
SUK12A000000WB	0	SUK12A	SUK12A	FU4417	Yes	Supplies

Manage References

Manage Misc. Text

Section A - Solicitation / Contract Form

MIPR Information

Statutory Authority	Project Order	Other Statutory Authority	
Funding Method	Direct Cite	Interservice Screening Accomplished	Y
Interservice Supply Support	Y	Agreement Number	
Statutory Authority Statement	WBT		

Basic Header Information

Purchase Request Name		Purchase Request Description	
Contingency Contract	N	Security Level	Unclassified
Category		Mission Impact	
Not Full Open Competition		Performance Based Acquisition	
Security Indicator		Subject to Funds Availability	

Step 40

eMIPR

Rolls

Exit

Create Purchase Request

Document Info

MIPR Number	Amendment No.	Requesting Agency	Servicing Agency	Funding Agency	Ordering Instrument	Supplies / Services
SUK12A0200000WB	0	SUK12A	SUK12A	FU4417	Yes	Supplies

Manage Requisitions

Manage Misc. Test

Section A - Solicitation / Contract Form

Manage Section A

Section B - Supplies or Services and Prices / Costs

Manage Section B

To enter Line Item information, click the Manage Section B link.

Section C - Description / Specifications / Statement of Work

Manage Section C

Section D - Packaging and Marking

Manage Section D

To enter Line Item information, click the Manage Section B link.

Step 41

eMIPR

Rolls

Exit

Section B - Edit Supplies or Services and Prices/Costs

Add Line Item

Click the Add Line Item link.

Previous

Click the Add Line Item link.

## Step 42

The screenshot shows the 'Section B - Add Line Item' form in the eMIPR application. The form is divided into several sections. The top section contains 'Exhibit Line Item' (dropdown), 'Item No.' (text), 'Product Or Service' (dropdown), 'Product Service Description' (text), 'Quantity' (text), 'Unit of Measure' (text), 'Unit Price' (text), and 'Item UID Required' (dropdown). Below this is the 'Unit Price Basis' section with checkboxes for 'Estimated', 'Includes Government Furnished Property (GFP) - Incorporation', 'Includes Government Furnished Property (GFP) - Usage', 'No Charge', 'Not to Exceed', 'Not Separately Priced', and 'To Be Negotiated'. The 'Recommended Pricing Arrangement' section includes 'Pricing Arrangement Base' (dropdown), 'Award Fee' (checkbox), and 'Performance Incentive' (checkbox). The 'Ordering Information (Optional)' section includes 'Estimated Quantity' (text), 'Quantity Value' (text), 'Unit of Measure' (text), and a 'Lookup' button. A grey callout box in the center states: 'The Item Number, Product Service Description and Unit Price are required fields when adding Line Items.'

The Item Number, Product Service Description and Unit Price are required fields when adding Line Items.

## Step 43

The screenshot shows the 'Section B - Add Line Item' form in the eMIPR application. The form is divided into several sections. The top section contains 'Exhibit Line Item' (dropdown), 'Item No.' (text), 'Product Or Service' (dropdown), 'Product Service Description' (text), 'Quantity' (text), 'Unit of Measure' (text), 'Unit Price' (text), and 'Item UID Required' (dropdown). Below this is the 'Unit Price Basis' section with checkboxes for 'Estimated', 'Includes Government Furnished Property (GFP) - Incorporation', 'Includes Government Furnished Property (GFP) - Usage', 'No Charge', 'Not to Exceed', 'Not Separately Priced', and 'To Be Negotiated'. The 'Recommended Pricing Arrangement' section includes 'Pricing Arrangement Base' (dropdown), 'Award Fee' (checkbox), and 'Performance Incentive' (checkbox). The 'Ordering Information (Optional)' section includes 'Estimated Quantity' (text), 'Quantity Value' (text), 'Unit of Measure' (text), and a 'Lookup' button. A grey callout box in the center states: 'If Quantity is entered, Unit of Measure will be required.'

If Quantity is entered, Unit of Measure will be required.

Step 44

☐ N
 ☐ Y

☐ If Estimated  
☐ Includes Government Furnished Property (GFP) - Incorporation  
☐ Includes Government Furnished Property (GFP) - Usage  
☐ No Charge  
☐ Not to Exceed  
☐ Not Separately Priced  
☐ To Be Negotiated

Recommended Pricing Arrangement  
 Pricing Arrangement Base  


 Award Fee ☐
 Performance Incentive ☐

Ordering Information (Optional)  
 Estimated Quantity  

Quantity Value	Unit of Measure	<input type="button" value="Lookup"/>
<input type="text"/>	<input type="text"/>	

Order Variation  
 Variation Type  



Quantity Under	Quantity Over	Unit of Measure	<input type="button" value="Lookup"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Click the **Save** button when finished.

Click the Save button when finished.

## Step 45

eMIPR
Roles
Exit

Section B - Edit Supplies or Services and Prices/Costs

Line Items:

Item Type	Item No.	Product Service Description	Product Or Service	Item UID Required	Quantity	Unit of Measure	Unit Price	Unit Price Basis	Parent Item No.	Pricing Arrangement Base	Award Fee	Performance Incentive	Action
CLIN	1111	wbt	Services	N	2	Each	\$1000.00	Estimated					<a href="#">Edit</a> <a href="#">Delete</a>

Add Line Item

Click the Add Line Item link to add additional Line Items.

Previous

Click the Add Line Item link to add additional Line Items.

Step 46

eMIPR    Roles    Exit

Section B - Add Line Item

Exhibit Line Item \*

N

Item No. \*

- Select -

Quantity

Item UID Required

N

Product Or Service

- Select -

Unit of Measure

Unit Price Basis

☒ Estimated  
☐ Includes Government Furnished Property (GFP) - Incorporation  
☐ Includes Government Furnished Property (GFP) - Usage  
☐ No Charge  
☐ Not to Exceed  
☐ Not Separately Priced  
☐ To Be Negotiated

Product Service Description \*

Unit Price

\$

Recommended Pricing Arrangement

Pricing Arrangement Base

- Select -

Award Fee

☐

Performance Incentive

☐

Ordering Information (Optional)

Estimated Quantity

Quantity Value

Unit of Measure

Users may create an Exhibit Line Item by selecting the Y in the Exhibit Line Item field.

Users may create an Exhibit Line Item by selecting the Y in the Exhibit Line Item field.

Step 47

eMIPR    Roles    Exit

Section B - Add Line Item

Exhibit Line Item \*

Y

Parent Item No. \*

- Select -

Item No. \*

- Select -

Quantity

Item UID Required

N

Product Or Service

- Select -

Unit of Measure

Unit Price Basis

☒ Estimated  
☐ Includes Government Furnished Property (GFP) - Incorporation  
☐ Includes Government Furnished Property (GFP) - Usage  
☐ No Charge  
☐ Not to Exceed  
☐ Not Separately Priced  
☐ To Be Negotiated

Product Service Description \*

Unit Price

\$

Recommended Pricing Arrangement

Pricing Arrangement Base

- Select -

Award Fee

☐

Performance Incentive

☐

Ordering Information (Optional)

Estimated Quantity

Quantity Value

Unit of Measure



Step 48

Section B - Add Line Item

Exhibit Line Item \*  
Y

Parent Item No. \*  
1111

When entering an Exhibit Line Item, users must also select a Parent Item Number.

Item No. \*  
1112

Product Or Service  
- Select -

Product Service Description \*

Quantity  
1

Unit of Measure  
-

Unit Price  
\$ 500

Item UID Required  
N

Unit Price Basis  
☒ Estimated  
☐ Includes Government Furnished Property (GFP) - Incorporation  
☐ Includes Government Furnished Property (GFP) - Usage  
☐ No Charge  
☐ Not to Exceed  
☐ Not Separately Priced  
☐ To Be Negotiated

Recommended Pricing Arrangement  
Pricing Arrangement Base  
- Select -

Award Fee ☐ Performance Incentive ☐

Ordering Information (Optional)  
Estimated Quantity  
Quantity Value Unit of Measure

When entering an Exhibit Line Item, users must also select a Parent Item Number.

Step 49

Section B - Add Line Item

Exhibit Line Item \*  
Y

Parent Item No. \*  
1111

The Item Number, Product Service Description and Unit Price are required fields when adding Line Items.

Item No. \*  
1112

Product Or Service  
- Select -

Product Service Description \*

Quantity  
1

Unit of Measure  
-

Unit Price  
\$ 500

Item UID Required  
N

Unit Price Basis  
☒ Estimated  
☐ Includes Government Furnished Property (GFP) - Incorporation  
☐ Includes Government Furnished Property (GFP) - Usage  
☐ No Charge  
☐ Not to Exceed  
☐ Not Separately Priced  
☐ To Be Negotiated

Additional fields may be entered.  
If Quantity is entered, Unit of Measure will be required.

Recommended Pricing Arrangement  
Pricing Arrangement Base  
- Select -

Award Fee ☐ Performance Incentive ☐

Ordering Information (Optional)  
Estimated Quantity  
Quantity Value Unit of Measure

The Item Number, Product Service Description and Unit Price are required fields when adding Line Items. Additional fields may be entered.  
If Quantity is entered, Unit of Measure will be required.

Step 50

☒ Estimated
 

- ☐ Includes Government Furnished Property (GFP) - Incorporation
- ☐ Includes Government Furnished Property (GFP) - Usage
- ☐ No Charge
- ☐ Not to Exceed
- ☐ Not Separately Priced
- ☐ To Be Negotiated

Recommended Pricing Arrangement

Pricing Arrangement Base

- Select -

Award Fee ☐

Performance Incentive ☐

Ordering Information (Optional)

Estimated Quantity

Quantity Value	Unit of Measure	
<input type="text"/>	<input type="text"/>	<a href="#">Lookup</a>

Order Variation

Variation Type

Quantity	Unit of Measure	
<input type="text"/>	<input type="text"/>	<a href="#">Lookup</a>

[Add Product Service Data](#)
[Add Line Item Date](#)
[Add Ordering Limit](#)

[Save](#)
[Cancel](#)

Click Save when finished.

Step 51

eMPFR
Roles
Exit

Section B - Edit Supplies or Services and Prices/Costs

Line Items:

Item Type	Item No.	Product Service Description	Product Or Service	Item UID Required	Quantity	Unit of Measure	Unit Price	Unit Price Basis	Parent Item No.	Pricing Arrangement Base	Award Fee	Performance Incentive	Action
CLIN	1111	wdt	Services	N	2	Each	\$1000.00	Estimated					Edit Delete
ELIN	A111	wdt		N	1	Each	\$500.00	Estimated	1111				Edit Delete

Add Line Item
Add CLIN

Previous

Line Items will be displayed. Users may use the **Edit** or **Delete** links to modify the information. Select the **Previous** button to continue.

Line Items will be displayed. Users may use the Edit or Delete links to modify the information. Select the Previous button to continue.

Step 52

eMIPR   Roles ▾   Exit

Create Purchase Request

Document Info

MIPR Number	Amendment No.	Requesting Agency	Servicing Agency	Funding Agency	Ordering Instrument	Supplies / Services
SUK12A000000001	0	SUK12A	FA3030	FU4417	Yes	Supplies

✔ Manage References

✔ Manage Misc Text

Next, the user clicks the Manage References button.

Section A - Solicitation / Contract Form

✔ Manage Section A

Section B - Supplies or Services and Prices / Costs \*

✔ Manage Section B

Section C - Description / Specifications / Statement of Work

✔ Manage Section C

Section D - Packaging and Marking

✔ Manage Section D

Next, the user clicks the Manage References button.

Step 53

eMIPR   Roles ▾   Exit

Document Info - Edit References

➕ Add Reference

⏪ Previous

Click the Add Reference button.

Click the Add Reference button.

Step 54

eMIPR   Roles ▾   Exit

Document Info - Add References

Section \*

B

✓

Description Text

Reference Description

Product Service Code

✓

Alternate Description

Reference Value \*

2000

Version Date

Asterisk (\*) = Required Field

Save

Previous

The Section, Reference Description and Reference Value fields are required.

Click the Save button when finished.

The Section, Reference Description and Reference Value fields are required.  
Click the Save button when finished.

Step 55

eMIPR   Roles ▾   Exit

Document Info - Edit References

Section	Line Item	Description Text	Reference Description	Alternate Description	Reference Value	Version Date	Action
B			Product Service Code		2000		<div><div>Edit</div><div>Delete</div></div>

+ Add Reference

Previous

The Reference may be Edited or Deleted.

Click the Previous button to continue.

The Reference may be Edited or Deleted.  
Click the Previous button to continue.

Step 56

eMIPR

Roles

Exit

Create Purchase Request

Document Info

MIPR Number	Amendment No.	Requesting Agency	Servicing Agency	Funding Agency	Ordering Instrument	Supplies / Services
SUK12A000000001	0	SUK12A	FA3030	FU4417	Yes	Supplies

✓ Manage References

✓ Manage Misc Text

The user then scrolls down to Section G.

Section A - Solicitation / Contract Form

✓ Manage Section A

Section B - Supplies or Services and Prices / Costs \*

✓ Manage Section B

Section C - Description / Specifications / Statement of Work

✓ Manage Section C

Section D - Packaging and Marking

✓ Manage Section D

The user then scrolls down to Section G.

Step 57

Section E - Inspection and Acceptance

✓ Manage Section E

Section F - Deliveries and Performance

✓ Manage Section F

Section G - Contract Administration Data

Funding Status \*

- Select -

✓

✓ Manage Section G

Section G, Funding Status is required when creating a MIPR.

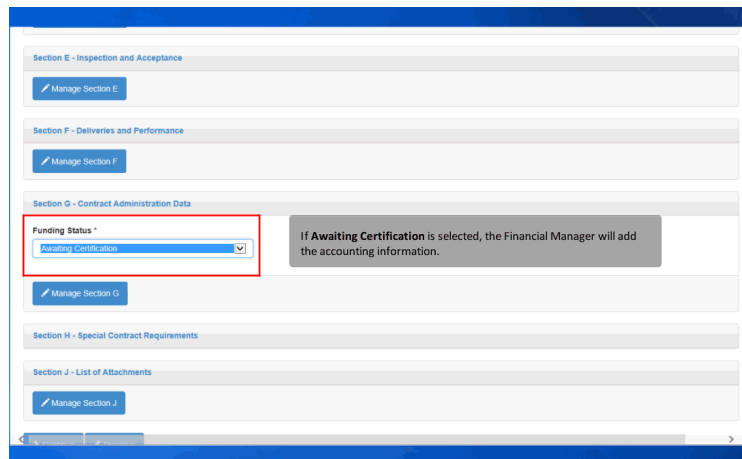
Section H - Special Contract Requirements

Section J - List of Attachments

✓ Manage Section J

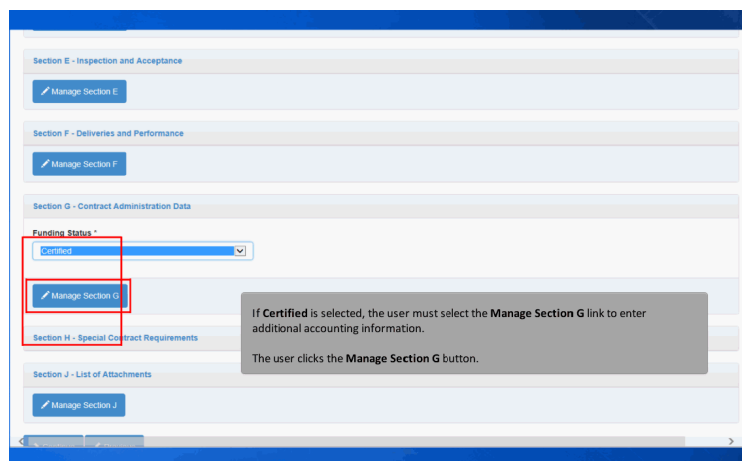
Section G, Funding Status is required when creating a MIPR.

## Step 58



If Awaiting Certification is selected, the Financial Manager will add the accounting information.

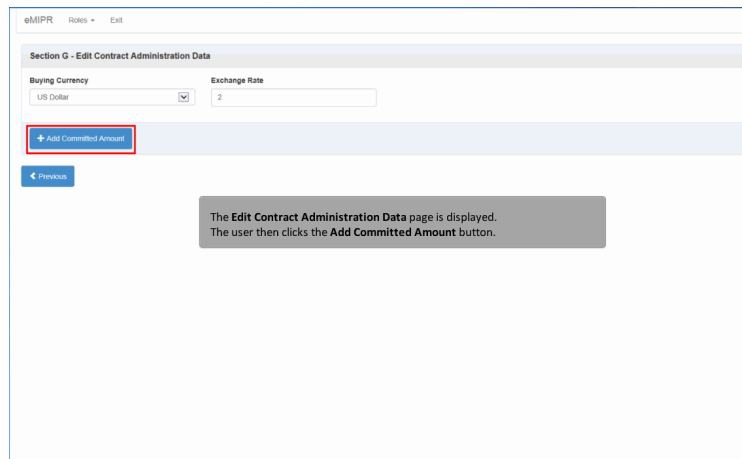
## Step 59



If Certified is selected, the user must select the Manage Section G link to enter additional accounting information.

The user clicks the Manage Section G button.

## Step 60



eMIPR   Roles   Exit

Section G - Edit Contract Administration Data

Buying Currency: US Dollar   Exchange Rate: 2

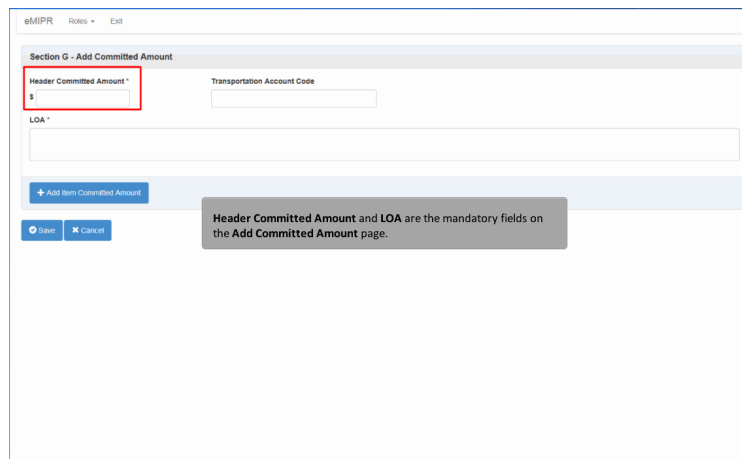
+ Add Committed Amount

Previous

The Edit Contract Administration Data page is displayed. The user then clicks the Add Committed Amount button.

The Edit Contract Administration Data page is displayed.  
The user then clicks the Add Committed Amount button.

## Step 61



eMIPR   Roles   Exit

Section G - Add Committed Amount

Header Committed Amount \*   Transportation Account Code

LOA \*

+ Add Item Committed Amount

Save   Cancel

Header Committed Amount and LOA are the mandatory fields on the Add Committed Amount page.

Header Committed Amount and LOA are the mandatory fields on the Add Committed Amount page.

Step 62

eMIPR   Roles   Exit

Section G - Add Committed Amount

Header Committed Amount \*

\$ 1000

Transportation Account Code

LOA \*

1000

+ Add Item Committed Amount

Save

Cancel

The user clicks the Save button when finished.

The user clicks the Save button when finished.

Step 63

eMIPR   Roles   Exit

Section G - Add Item Committed Amount

Item No. \*

- Select -

Commitment ID Number \*

Transportation Account Code

Committed Amount \*

\$

Save

Cancel

The Add Item Committed Amount page is displayed.

The Add Item Committed Amount page is displayed.



Step 64

eMIPR   Roles   Exit

Section G - Add Item Committed Amount

Item No. \*  
1111

Commitment ID Number \*  
1

Transportation Account Code

Committed Amount \*  
\$ 1000

Save

Cancel

The user selects an **Item No.** from the dropdown and enters a **Commitment ID Number** and **Committed Amount**.  
Click the **Save** button when finished.

The user selects an Item No. from the dropdown and enters a Commitment ID Number and Committed Amount.

Click the Save button when finished.

Step 65

eMIPR   Roles   Exit

Section G - Edit Contract Administration Data

Buying Currency  
US Dollar

Exchange Rate  
2

Header Committed Amount  
\$1000.00

Transportation Account Code

Action  
[Edit](#) [Delete](#)

LOA  
v01

Item No.	Commitment ID Number	Transportation Account Code	Committed Amount
1111	1111		\$1000

+ Add Committed Amount

Previous

Click the **Previous** button to continue.

Click the Previous button to continue.

Step 67

Section F - Deliveries and Performance

Manage Section F

Section G - Contract Administration Data

Funding Status \*

Certified

Buying Currency

US Dollar

Exchange Rate

2

Header Committed Amount

\$1000.00

Transportation Account Code

LOA

WBT

Item No.

1111

Commitment ID Number

1111

Transportation Account Code

Committed Amount

\$1000

Manage Section G

Section H - Special Contract Requirements

Section J - List of Attachments

Manage Section J

Continue

Previous

Save and Continue

The Submitter may open Section J to add attachments and enter Security Details.

Select the Continue button to preview the document.

The Submitter may open Section J to add attachments and enter Security Details.

Select the Continue button to preview the document.

Step 68

eMIPR Rules Exit

Military Interdepartmental Purchase Request

MIPR Number

SUK12A000000VBT

Amendment No.

0

Supplies / Services

Supplies

Document Total

\$1000.00

MIPR Information

Statutory Authority

Project Order

Other Statutory Authority

Funding Method

Direct Cite

Interservice Screening Accomplished

Y

Interservice Supply Support

Y

Agreement Number

Statutory Authority Statement

WBT

Document Info

Basic Header Information

Purchase Request Name

Purchase Request Description

Contingency Contract

N

Security Level

Unclassified

Category

Mission Impact

Not Full Open Competition

Performance Based Acquisition

Security Indicator

Subject to Funds Availability

Recommended Pricing Arrangement

Pricing Arrangement Base

Firm Fixed Price

The Submitter will be able to review the MIPR prior to submission. If corrections need to be made, the Previous button may be selected at the bottom of the page.

The Submitter will be able to review the MIPR prior to submission. If corrections need to be made, the Previous button may be selected at the bottom of the page.

Step 69

Accounting

Funding Status

Committed

Buying Currency

US Dollar

Exchange Rate

2

Header Committed Amount

\$1000.00

Transportation Account Code

LOA

WBT

Item No.

1111

Commitment ID Number

1111

Transportation Account Code

Committed Amount

\$1000

References

Section	Reference Description	Alternate Description	Description Text	Reference Value	Version Date	Line Item
B	Product Service Code		WBT	1111		1111

Action By: SUK12A \*

Comments

Sign and Submit

PreviousPDF

Comments may be entered prior to submission.

Select the Sign and Submit button to submit the MIPR.

Comments may be entered prior to submission.

Select the Sign and Submit button to submit the MIPR.

Step 70

eMIPR

Rules

Exit

The Military Interdepartmental Purchase Request was successfully submitted.

MIPR Number

SUK12A0000000VBT

Amendment No.

0

Status

Submitted

Email Sent to the Submitter : nshahen@caci.com.

Email Sent to the Acceptor : nrice@CACI.com.

Previous

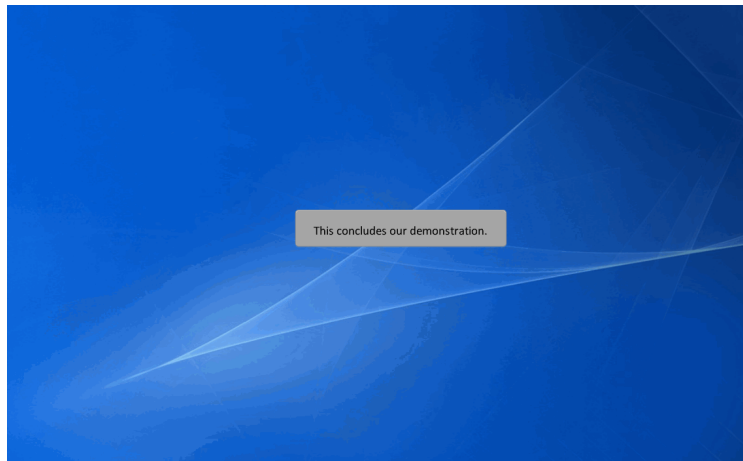
The Success page will be displayed, verifying the MIPR was successfully submitted.

The Previous button may be selected to return to the Submitter's folders.

The Success page will be displayed, verifying the MIPR was successfully submitted.

The Previous button may be selected to return to the Submitter's folders.

End



This concludes our demonstration.